

Internship ID# SM16IG

NEW JERSEY DEPARTMENT OF TRANSPORTATION

INTERNSHIP OPPORTUNITY

Internship/Semester: Summer 2016

Internship Type: Credit-Bearing or Non-Paid

Intern Level: Graduate School

Suggested Background and/or Knowledge

Skills in general computer usage, such as Microsoft Word and Excel are required with knowledge in use of office equipment such as copiers and scanners are required. Strong legal writing and analytical skills are required. Experience with interpretation of laws and regulations is desired. Intern must understand the importance of operating in a confidential investigative environment. Completion of one law year or more is required.

NJDOT Division/Unit/Program Area Offering the Internship

The NJDOT Office of the Inspector General encompasses the following units: Internal Investigations Unit; Office of Internal Audit, Ethics and Special Projects Unit and Records/Open Public Act Unit. Intern will work primarily with Inspector General on select Special Projects. Opportunities may also arise to work for Ethics, Records, Internal Investigations and Internal Audit Units.

Description of the NJDOT Division/Unit/Program Area Offering the Internship

The NJDOT Office of the Inspector General is the Department's chief compliance officer. Within the office, the Records/OPRA Unit coordinates responses to OPRA requests and ensures appropriate retention, archiving and destruction of NJDOT records. Ethics/Special Projects Unit targets Departmental compliance with ethics laws and regulations. The Office of the Inspector General Internal Investigations Unit investigates claims of waste, fraud and abuse of NJDOT employee and assets. The Office of Internal Audit ensures the Department's network of risk management, control, and governance processes is functioning properly.

Internship Location

NJDOT Headquarters
1035 Parkway Avenue
Trenton, NJ 08625

Internship Project Description

Intern will report directly to the Ethics Liaison Officer. Attention to detail and ability to read, digest, and retain regulations is required. Will be required to:

- Update, amend or redraft existing policies to ensure compliance with law;
- Support initiatives to amend regulations of impact to the Department; and/or
- Perform confidential legal research and legal writing assignments as directed by Inspector General.

Estimated Project Duration and Suggested Weekly Work Schedule

Approximately 10 to 12 weeks, four days per week.

Internship Learning Objectives/Marketable Skills

Intern will research issues touching employment law, administrative law, and criminal law generating concise memoranda to inform actions and policy in this active State Department. Intern may draft Departmental policies which adhere to law. One-on-one feedback and revision will come from both Ethics Liaison Officer and Inspector General. Intern may also have opportunities to attend Attorney General Advocacy Institute training programs.

Intern will be trained in the following areas

The Ethics Liaison Officer shall supervise the intern for the Office of Inspector General. The intern shall receive assistance from Ethics Liaison and the Inspector General in the application of his/her legal skills to the work assigned. Supervisor(s) shall review and provide critique for work produced by intern. Intern may shadow supervisor(s) during completion of daily tasks which may include conference calls, meetings, and training seminars. Intern shall attend the Department of Law and Public Safety law series, when available.