



# NOAA NATIONAL OCEANIC AND ATMOSPHERIC ADMINISTRATION

UNITED STATES DEPARTMENT OF COMMERCE

**Internship Position:** Paralegal

**Organization Name:** National Oceanic and Atmospheric Administration/Office of General Counsel

[www.gc.noaa.gov](http://www.gc.noaa.gov)

**Academic Majors:** Paralegal Studies, Criminal Justice

**T-Accessible:** Our office is in Gloucester, Massachusetts. The commuter rail goes to Gloucester, but the train station is approximately 1½ miles from our office. Taxi Cab is available to the office. Rides can sometimes be arranged from commuter Rail to office by office staff.

**Address:** One Blackburn Drive, Gloucester, Massachusetts 01930

**Start Date/Duration:** January 2009, 10 hours per week

**Hours/Days:** Flexible

**Compensation:** - 0 – Possibility of academic credit

Organization Overview:

The National Oceanic and Atmospheric Administration (NOAA) is within the Department of Commerce. The mission of NOAA is to understand and predict changes in Earth's environment and conserve and manage coastal and marine resources to meet our Nation's economic, social, and environmental needs.

The Office of General Counsel employs one secretary, three paralegals, and eleven attorneys. This office is responsible for providing legal advice and representation to the agency on fishery related natural resource issues, including endangered species issues, along the East coast from Maine to North Carolina, and west to the Mississippi River.

The office focuses primarily in three areas: Fishery Management, Fishery Law Enforcement, and Natural Resource Damage and Restoration. The attorney's responsibilities range from providing advice to fishery management councils, appearing before administrative law judges and in U.S. District Court, preparing motions and briefs, preparing and responding to discovery requests, advising on FOIA issues, providing advice to law enforcement agents, working with scientists, and negotiating with legal representatives of owners or operators of hazardous waste sites, insurers of vessels used to transport oil, and fishermen and fish dealers. NOAA attorneys work closely with other federal and state agencies, including the U. S. Environmental Protection Agency, U. S. Department of Justice, U. S. Coast Guard, U. S. Fish and Wildlife Service and individual state departments of environmental protection.

Internship Position Summary: Provide assistance to paralegals and attorneys in all aspects of trial and case preparation.

Job Responsibilities:

- Become familiar with legal documents
- Gain understanding of administrative civil penalty process
- Review enforcement case processing system
- Become familiar with the judicial process and that which goes into preparing cases for trial
- Learn about the Enforcement Management Information System (EMIS)
- Review administrative processes for handling federal permit sanctions, collection of outstanding civil penalties, by drafting documents to Respondents and organizing files
- Collect discovery in on-going enforcement files
- Assist in the creation of power point presentations
- Assist paralegals and attorneys with on-going projects which pertain to the functioning of a legal office

Qualifications:

- Second year student
- Ability to read regulations and procedures pertaining to the Maguson Stevens Act
- Proficiency in WORD, and/or Wordperfect, Excel, and PowerPoint
- Ability to draft routine documents
- Ability to comprehend enforcement case files after reading and drafting file reviews
- Ability to converse well via telephone contacts

