

**Internship ID# SM14INSPECTGEN**

**NEW JERSEY DEPARTMENT OF TRANSPORTATION**

**INTERNSHIP OPPORTUNITY**

**Internship/Semester:** Summer

**Internship Type:** Co-Op, Credit-Bearing or Non-Credit

**Intern Level:** Undergraduate/Graduate School

**Suggested Background and/or Knowledge:**

Strong legal writing and analytical skills are required. General Computer Skills/Microsoft Word and Excel required. Selected candidate must understand the importance of operating in a confidential investigatory environment. Experience with interpretation of laws and regulations desired. Knowledge and use of office equipment copiers/scanners, familiarity with data entry also desired.

**NJDOT Division/Unit/Program Area Offering the Internship:**

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

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

The NJDOT Inspector General is the Department's chief compliance officer. Within that office, the Records/OPRA coordinates responses to OPRA requests and ensures appropriate retention, archiving and destruction of NJDOT records. Ethics/Special Projects Unit ensures 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 employees and assets. The Office of Internal Audit ensures the Department's network of risk management, control, and governance processes are functioning properly.

**Internship Location:**

NJDOT Headquarters  
Main Office Building  
1035 Parkway Avenue, 2<sup>nd</sup> floor  
Ewing, NJ 08625

**Internship Project Description:**

Successful candidate will report directly to the Inspector General. Attention to detail and ability to read, digest and retain regulations is required. Will be required to (1) update, amend or redraft existing policies to ensure compliance with law; (2) support initiatives to amend regulations of impact to the Department; and/or (3) perform confidential legal research and legal writing assignments as directed by the Inspector General.

**Estimated Project Duration and Suggested Weekly Work Schedule:**

10 to 12 weeks, 2-3 days per week, hours flexible

**Internship Learning Objectives/Marketable Skills:**

Successful applicant will research issues touching employment law, administrative law, and criminal law generating concise memoranda to inform actions and policy in this active State Department. Successful applicant may draft Departmental policies which adhere to law.

**Intern will be trained in the following area(s):**

The intern shall receive assistance from supervisor(s) in the application of his/her legal skills to the work assigned by the OIG. 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 lecture series when available.