Illinois Department of Public Health
Division of Legal Services

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Agency Contact: William Bryant, Paralegal

How should students contact this agency? Email

How should students submit cover letters and resumes? Email

General Description of agency or business
The Illinois Department of Public Health was created in 1877 to regulate medical practitioners and to promote sanitation. Today, IDPH is responsible for protecting the state's 12.4 million residents, as well as countless visitors, through the prevention and control of disease and injury. The Department's nearly 200 programs touch virtually every age, aspect and cycle of life.

The Division of Legal Services is the legal enforcement arm of the Department. The Division prosecutes violations of activities regulated by the Department. Additionally the Division acts as counsel to Department leadership and the individual programs within the Department.

Internship or Job Description
Legal Intern:

The successful candidate will function, with the assistance and guidance of an experienced paralegal, primary as a legal researcher for the Illinois Department of Public Health, Division of Legal Services. Duties will include the research of legal issues, conveyance of information derived from research to Division staff, assisting staff attorneys in preparation for administrative hearings, and general office duties in relation to the functions of a state agency legal office.

The ideal candidate will have successfully completed class work relating to legal research and writing, in addition to general courses relating to the American Legal System. However, the Division will consider candidates with little or no legal research or writing experience if the candidate is pursuing admission to law school following graduation, or considering attendance at a future date.
As this is an unpaid internship the Division will be flexible in regards to hours required, however we will comply with any requirements the student requires for receiving credit for the internship. Ideally the candidate will be able to provide a minimum of 20 hours a week service to the Division.

**Basic student learning anticipated**
The student will learn, or expand their knowledge, of legal research and writing, preparation for evidentiary hearings, rules related to legal proceedings, and procedures for the response to and preparation of subpoenas. Additionally the student will learn how administrative rules play an important role in the activities of a government agency to include implantation and creation of rules as well as the enforcement of current rules.

**Hours per week:** 20-40

**Number of weeks:** 8 or 16 weeks

**Position Available:** Fall, Spring, Summer

Unpaid