

August 9, 2023

SUBJECT: INTERNSHIP OPPORTUNITY AT DISB

Dear Internship Coordinator:

We are recruiting law students for a paid legal internship with the Office of the General Counsel (“OGC”) at the Department of Insurance, Securities and Banking (“DISB”) from Fall 2023 through Spring 2024. Two positions are available.

ABOUT THE INTERNSHIP

Students gain valuable insights into the inner workings of DISB, the various insurance, securities, and banking laws/regulations administered by the DISB. Students have the opportunity to work on significant regulatory matters in the areas of insurance, securities and banking, as well as policy issues important to DISB. Students work closely under the supervision and guidance of OGC lawyers, who also provide mentoring for students. Students have the opportunity to attend educational seminars at the DISB led by staff and prominent members of the insurance, securities, and banking bar and industry.

Internship period: October 9, 2023 – May 3, 2024.

Students are required to work between 10 and 20 hours per week. Students will be paid \$23.00 per/hour.

ABOUT DISB

The Department of Insurance, Securities and Banking (“DISB”) regulates financial-service businesses in the District by administering DC's insurance, securities and banking laws, rules and regulations.

DISB's primary goal is to ensure residents of the District of Columbia have access to a wide choice of insurance, securities and banking products and services, and that they are treated fairly by the companies and individuals that provide these services. DISB oversees the following financial entities: insurance companies, insurance producers (agents), health maintenance organizations (HMOs), captive insurance companies, risk retention groups, investment advisers, investment adviser representatives, broker-dealers, broker-dealer agents, securities issuers, agents of issuers, banks, mortgage lenders and brokers, check cashers, money transmitters, consumer-sales-finance companies, money lenders and consumer-credit-service organizations.

Students will be supervised by the Department's Office of the General Counsel ("OGC"). OGC is comprised of the Department's lawyers and legal staff. OGC does the following:

- provides legal guidance on insurance, securities and banking issues to the Department as well as District of Columbia regulated entities and consumers;
- drafts laws and regulations addressing insurance, securities and banking issues;
- negotiates and/or drafts settlement agreements, administrative bulletins, consent orders, administrative orders, rules, adjudicatory petitions, responses to motions, legal memorandums and briefs;
- develops charges and specifications relative to the denial, suspension and revocation of companies and insurance producers;
- conducts legal research on issues related to insurance, securities and banking;
- represents consumers and the Department before the Office of Adjudication, the Commissioner of Insurance, Securities and Banking or his designee during administrative proceedings; and
- participates in administrative hearings and recommends decisions and orders to the Commissioner.

If interested, students should submit a cover letter, resume, and a short writing sample to Kimberly Turner, Attorney Advisor at Kimberly.turner1@dc.gov and copy Claudine Sassa, Paralegal at claudine.sassa@dc.gov . If you have any questions, please feel free to contact Kimberly Turner at (202) 545-7498, or by email.

Deadline for Applications – September 8, 2023.

Virtual Interviews – September 11 – 15, 2023.

Internship – October 9, 2023- May 3, 2024.

For priority consideration please submit your application by the September 8, 2023 deadline. After September 8, 2023 applications will be assessed on a rolling basis.