



Sonia Worrell Asare, ESQ.
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To: Candidates for Internships with the Secretary of the State, State Board of Accountancy
From: Sonia Asare
Legal Counsel
Re: Job Details & Application Procedures

Job Description:

Interns assist with reception duties, and office managing. Interns will assist the office staff with specific tasks like processing citations, organizing files, maintaining databases, and other general office work (assist in modifying state website). Interns may be asked to work on more involved projects for the Secretary and her staff, such as assisting with survey research projects (such as 50 state legal surveys), staffing meetings, and researching various topics of interest to the office. Interns are expected to do research on administrative law and write legal memorandums of law; should also have the ability to become familiar with Board of Accountancy's statutes and regulations. Interns should be able to work with enforcement cases while also being able to maintain confidentiality. Interns should be proficient in Excel and Word, while being familiar with Pacer, Lexis, Nexis, or Westlaw.

Candidate Qualities:

A good candidate for this position will have a positive attitude, be eager to learn, and proactive in finding ways to assist the office. He or she should maintain a professional appearance and manner, as well as work well under pressure and be well-organized. Familiarity with Microsoft Word required; familiarity with Microsoft Excel preferred. Previous experience in a professional office setting is helpful but not necessary.

Available shifts:

The office is open Monday through Friday from 8:30 a.m. to 5:00 p.m. There is some flexibility with shift start/end times, and the availability of a specific shift depends on the current staffing needs of the office. Interns should plan to work between 10 and 20 hours per week. It is preferred that interns accomplish this by working at least two shifts per week.

School Credit:

This is an unpaid internship. However, arrangements can be made with many schools for students to earn credit for their work.

Application Procedure:

Internship placements are available for the summer as well as during the school year. Please email your résumé with a cover letter including your availability to Sonia.Asare@ct.gov or fax to 860-509-6247.