

## **Wisconsin Department of Revenue**

### **Intern Positions with the Office of General Counsel**

The Department's Office of General Counsel (OGC) provides legal expertise to the Secretary of Revenue and other agency officials, as well as litigates tax cases, reviews proposed administrative rules and tax legislation, and coordinates with other state agencies on legal matters.

#### **Internships with OGC**

The Department offers students real world legal experience and the latest training in law and taxation through internships. Paid internships are extremely rare, but unpaid internships are offered routinely.

Law students who have completed a one semester course in taxation or its equivalent are eligible to intern with our office. Applicants must also pass (1) a tax filing check to ensure they have filed all state tax returns you were obligated to file), and (2) a criminal background check to verify they have no convictions substantially related to their duties. It is helpful to have taken a class in corporate or other taxation as well, though not essential.

#### **Internship Responsibilities**

Interns would research legal issues, write memos and briefs, draft answers and discovery, join in client meetings, and other duties. During the summer, the Department tries to provide an opportunity to attend a deposition or hearing, if possible.

Typical issues an intern may work on include collection practices, bankruptcy, levy limits, valuation methods, depreciation methods, real estate transfer issues, alcohol and cigarette tax, taxation of Native Americans, corporate franchise tax, sales and use tax, intellectual property, gambling (the Wisconsin Lottery is part of the Department), open records, contract, business organizations, employment, and civil procedure.

During the academic year, the Department asks interns to work at least 10 hours per week. During the summer, the Department requests a minimum of 20 hours per week, but prefer 40 hours per week in order to make it a better learning experience.

Interns would work at our Madison office at 2135 Rimrock Road. Our building is located on a bike path and accessible by bus and car. We generally try to provide a cubicle or office for our interns, depending on space availability.

#### **How to Apply for an Internship**

Send your letter of interest, resume, a writing sample, and your transcript to:

Dana Erlandsen, Chief Counsel  
P.O. 8907  
Madison, WI 53708-8907  
[Dana.erlandsen@revenue.wi.gov](mailto:Dana.erlandsen@revenue.wi.gov)

To ensure timely consideration of your internship application, please follow this schedule:

- **Winter semester:** requests must be received by December 31
- **Fall semester:** requests must be received by August 15
- **Summer:** must be received by February 1
- **Last minute openings:** please contact Dana Erlandsen if you are interested in being put on a waiting list