



Internship Opportunity

Office Title:	Debt Collection Team Law Internships		
Salary :	Non-Paid		
Division:	Legal Services	Work Location:	42 Broadway
Hours/Shift:	Mon - Fri	No. Positions:	2

JOB DESCRIPTION

The Department of Consumer Affairs seeks second-year and third-year law students for unpaid legal internships on the DCA Legal Division's Debt Collections Team for Spring 2012. We also seek rising second- and third-year law students for unpaid internships on the Debt Collections Team for Summer 2012. The Legal Division investigates and prosecutes illegal, deceptive and fraudulent business practices impacting on New Yorkers and engages in regulatory enforcement and compliance work to ensure that the Department's nearly 78,000 licensees comply with the law. The Legal Division prosecutes businesses engaged in illegal conduct in the agency's administrative tribunal, issues charges against businesses on behalf of aggrieved consumers, negotiates settlements, and generally ensures ongoing compliance with DCA's laws, rules, decisions and settlements.

The Legal Division's Debt Collection Team focuses on protecting consumers from illegal and abusive debt collection practices by enforcing the provisions of New York City's consumer protection law that prohibit debt collectors from engaging in deceptive and harassing conduct in the course collecting debts from New York City consumers.

Law student interns on the Debt Collection Team will assist attorneys by performing legal and fact-based research to assist in investigations and prosecutions. Other tasks may include drafting subpoenas, legal interpretations in response to inquiries, drafting complaints on behalf of aggrieved consumers, and drafting pleadings and motion papers. Familiarity with the federal Fair Debt Collection Practices Act is helpful but not required.

QUALIFICATIONS

Interns should have excellent interpersonal, research, writing, and analytical skills, and be detail-oriented. **For Spring 2012 school-year internships, interns must commit to a minimum of 10 hours per week. For Summer 2012 internships, interns must commit to a full-time schedule of 35 hours per week.**

TO APPLY, PLEASE SUBMIT RESUME AND COVER LETTER TO:

Email (as MS Word file only) jobs@dca.nyc.gov

Indicate in the subject line: "Debt Collection Team Law Internship – Spring 2012" or "Debt Collection Team Law Internship – Summer 2012."

INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED. NO PHONE CALLS, FAXES, E-MAILS OR PERSONAL INQUIRIES PERMITTED.

NOTE: ONLY THOSE CANDIDATES UNDER CONSIDERATION WILL BE CONTACTED.

Post Date: 12/02/11

Post Until: Filled

Job Vacancy: Debt Collection Team Law