

2014 NYC SUMMER INTERNSHIP PROGRAM

DEPARTMENT OF CORRECTION

Human Resources Division
75-20 Astoria Boulevard, Suite 320
East Elmhurst, NY 11370

Contact: Susan Howard
Phone: () -
Fax: () -
Email: susan.howard@doc.nyc.gov

AGENCY DESCRIPTION

The Department of Correction, provides custody for males and females inmates, 16 years and older, who after arraignment on criminal charges are unable to post bail or are remanded without bail, pending trial. The department also incarcerates individuals sentenced in the city to terms of up to one year, parole violators awaiting revocation hearings as well as others charged with civil crimes.

UNIT DESCRIPTION

The Office of Trials and Litigation (Trials Division) is responsible for the overall administration of formal employee discipline. The attitudes and actions of the Department's employees reflect upon its public image and the general public's perception of the Department. The Trials Division ensures that discipline is administered in a timely, meaningful and equitable manner so as to enhance the professionalism, efficiency and accountability of the entire Department.

POSITION TITLE

Trials and Litigation Intern (2)

INTERNSHIP RESPONSIBILITIES

The intern will be responsible for drafting memoranda under the supervision of an attorney and reviewing case files. The intern will have an opportunity to observe case negotiations and trials at the Office of Administrative Trials and Hearings ("OATH"). Interns will be responsible for assisting in the preparation of cases to be heard at OATH. In addition, interns may be called upon to do legal research and analysis of legal issues that arise during the course of their internship. Interns are also responsible for some data entry and light clerical work.

QUALIFICATIONS / SPECIAL SKILLS / AREAS OF STUDY

The interns selected must be matriculated in a law degree program in an accredited law school. Enrollment verification is required prior to the commencement of employment.

APPLICATION PROCESS

To apply: Résumé must be received by 05/30/2014. Email cover letter and résumé in Microsoft Word or pdf format (indicating position title) to: susan.howard@doc.nyc.gov or mail cover letter and résumé (indicating position title) to:

Susan Howard, Program Coordinator
Human Resources Division
NYC Department of Correction
75-20 Astoria Blvd, Suite 320
East Elmhurst, NY 11370

SALARY RANGE

\$20.57 per hour

ADDITIONAL INFORMATION / COMMENTS

Submission of your résumé is not a guarantee that you will receive an interview.
Note: Only those candidates under consideration will be contacted.