

# 2014 NYC SUMMER INTERNSHIP PROGRAM

## NYC DEPARTMENT OF HOUSING PRESERVATION & DEVELOPMENT

Office of Policy & External Affairs  
Special Counsel for Regulatory Compliance - Section 8 Appeals Unit  
100 Gold Street  
New York, NY 10038

**Contact:** Shalini Gajadharsingh  
**Phone:** ( ) -  
**Fax:** ( ) -  
**Email:** gajadhas@hpd.nyc.gov

### **AGENCY DESCRIPTION**

The NYC Department of Housing Preservation & Development (HPD) is the nation's largest municipal housing preservation and development agency. Our mission is to promote quality housing and viable neighborhoods for New Yorkers. We are responsible for implementing the Mayor's housing plan to create or preserve 200,000 in the next 10 years. HPD also actively promotes the preservation of affordable housing through education, outreach, loan programs and enforcement of housing quality standards. For more information, visit [www.nyc.gov/hpd](http://www.nyc.gov/hpd).

### **UNIT DESCRIPTION**

HPD administers the fourth largest Section 8 Program in the nation. Section 8—also known as the Housing Choice Voucher Program—provides Federal rent subsidies to eligible low-income families for decent, safe, and affordable housing. HPD's Section 8 Appeals Unit manages and conducts informal hearings and reviews, which are the mechanisms through which Section 8 Program participants/applicants appeal Program decisions concerning their eligibility for rent subsidies. The Appeals Unit is seeking various Administrative Law Clerks to assist with the appeal process.

More information is available on our website: <http://www.nyc.gov/html/hpd/html/section8/section8-intro.shtml>

### **POSITION TITLE**

Summer Administrative Law Clerk

### **INTERNSHIP RESPONSIBILITIES**

Duties of each law clerk may include:

- Becoming familiar with applicable Federal Regulations, HPD's Administrative Plan, and hearing procedures
- Assisting the HPD Representative in preparing and presenting a case for termination/denial of subsidy benefits at an Informal Hearings/ Reviews
- Analyzing evidence for relevance and significance
- Conducting Legal Research on Lexis-Nexus
- Drafting Informal Hearing Opinions
- Proofreading Informal Hearing Opinions
- Handling Correspondence received from hearing attendees
- Assisting with the review of hearing transcripts for Article 78 proceedings
- Final project(s) may include, under close supervision:

[nyc.gov/internships](http://nyc.gov/internships)

- o Presenting a case at hearing;
- o Conducting a hearing.

#### **QUALIFICATIONS / SPECIAL SKILLS / AREAS OF STUDY**

- 1L, 2L, 3L at an ABA Accredited Law School.
- Excellent legal writing, research and communication skills.
- Ability to quickly learn complicated federal regulations and other governing rules.
- Interest in Due Process Law, Administrative law and NYC housing issues.

#### **APPLICATION PROCESS**

To apply, please send a cover letter, resume and writing sample to Shalini Gajadharsingh at [gajadhas@hpd.nyc.gov](mailto:gajadhas@hpd.nyc.gov) with the subject line marked “Summer Law Clerk,” by April 30, 2014.

#### **SALARY RANGE**

unpaid

#### **ADDITIONAL INFORMATION / COMMENTS**

2-3 positions available

Dates: Flexible; 8-12 week commitment expected.

Hours: Monday-Friday 9am – 5pm.