

New York City Law Department
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 Hiring Attorney: **Mr. Stuart Smith**
 Address Inquiries To:
Mr. Stuart D. Smith, Esq.
Director of Legal Recruitment
New York City Law Department
100 Church Street
New York, NY 10007
212-788-1687 recruitment@law.nyc.gov

Total # offices: **1** Org size range: **501-700**
 NALP member? **Y** Office size range: **501-700**
 Total attys in this office: **629**

PRIMARY PRACTICE AREAS:	% of Practice
Tort	30
Federal Court Litigation	17
Juvenile Prosecution	13
Employment, Employment Discrimination	7
Commercial & Real Estate Litigation	6
Appellate	5
Eminent Domain, Tax Certiorari, Bankr.	5
Legislation, Municipal Bond, Procurement	5
Environmental, Real Estate	5
Administrative	4
Workers' Comp., Pensions	3

NATURE OF WORK:
 Trial Work Legal Research Legislative Advocacy
 Case Referrals Appellate Work Public Outreach
 Other (explain): **The Law Department represents the City in affirmative and defensive civil litigation in state and federal courts. The Department is also responsible for the criminal prosecution of juvenile defendants.**

COMPENSATION & EMPLOYMENT DATA:

	2011 Compensation	BEGAN WORK IN		EXPECTED
		2009	2010	2011
Lawyers				
Experienced		9	1	10
Entry-level	62,038 /yr	28	17	22
Summer				
Post-3Ls	500 \$/wk	0	0	0
2Ls	500 \$/wk	24	21	24
1Ls	500 \$/wk	28	28	26
Semester Interns		80	99	100

2010 entry-level attys who were former interns: **16**
 # 2010 2Ls considered for attorney offers: **21** # offers made: **20**
 Prefer significant prior experience in area? **CBC**
 For atty hires, require: Bar Admission? **Y**
 Prior practice experience? **N** If yes, # years:
 U.S. citizenship required? **N**
 Hiring Criteria: **Litigation experience, including moot court, trial advocacy, litigation externships and clinics, and demonstrable commitment to public interest/public sector work.**

Split summers allowed? **Y** If yes, minimum weeks: **8**
 1Ls considered for interns? **Y**
 What % of legal staff has been with the organization:
 less than 2 years? **9** 2-5 years? **36**
 6-10 years? **15** more than 10 years? **40**

CLERKSHIP/CREDIT/SUPPLEMENTAL
 Do you have a Loan Repayment Assistance Program (LRAP)? **N**
 Describe:
 Judicial clerkship bonus? **N**
 Comp./prog. credit for judicial clerkship? **Y**
 Comp./prog. credit for other adv. degrees? **CBC**
 Other compensation comments:

WORK/LIFE INFORMATION:
 Avg. Weekly hours per attorney: Usual scheduled working day:
 Part-time allowed? **Y** Part-time avail.to entry-level? **CBC**
 # p-t staff attys. **1 (m) 6 (w) supv attys 1 (m) 16 (w)**
 Elig. for alt. work sched. determined by: **Needs of the divisions**
 Paid non-medical parental leave? **N**
 Comments:

TRAINING AND PROFESSIONAL DEVELOPMENT:
 Coaching/mentoring program? **Y**
 Evaluations: **Annual** Upward reviews? **N**
 Rotation for jr. attorneys between departments/practice groups? **N**
 Is rotation mandatory? **N**

BENEFITS: see www.nalpdirectory.com

DEMOGRAPHIC INFORMATION - CURRENT YEAR 2011

As of Feb. 1, 2011	Supervising Attys	Staff Attys	Summ 2010 Interns	
Hispanic/Latino	Men	6	7	0
	Women	11	7	2
White	Men	147	79	19
	Women	169	107	14
Black/African American	Men	3	10	1
	Women	20	24	4
Nat. Hawaiian/ Other Pacific Is.	Men	NC	NC	NC
	Women	NC	NC	NC
Asian	Men	2	8	4
	Women	9	20	5
Amer. Indian/ Alaska Native	Men	0	0	0
	Women	0	0	0
2 or More Races	Men	NC	NC	NC
	Women	NC	NC	NC
TOTAL	Men	158	104	24
	Women	209	158	25
TOTAL NUMBER		367	262	49
Disabled	Men	2	2	0
	Women	4	1	0
Openly GLBT	Men	12	9	0
	Women	6	4	0

(See www.nalpdirectory.com for historical comparisons.)

Representative position titles and levels (e.g., Attorney-Advisor, GS-13)
 Supervising Attorney: **Executive, Div. Chief, Dep. Chief, Sr. Counsel**
 Staff Attorney: **Assistant Corporation Counsel**
 Summer Interns: **Summer Graduate Intern**

DIVERSITY RECRUITMENT & RETENTION EFFORTS:
 Activities to increase the presence and retention of under-represented groups:
 Minority job fairs Bar sponsored programs
 Outreach to law student groups Org/agency diversity committee
 Directed mentoring efforts Rec. at schools w/large min. pop.
 Comments:

CAMPUS INTERVIEWS for past year (see full list online):
 # schools visited in 2010 : **37** # job fairs/consortia attended in 2010 : **6**

HONORS PROGRAMS:
 Do you offer a post-graduate honors program? **N**
 Describe:

APPLICATION PROCESS:

	Summer	Atty
Date applications first accepted:	08/01/2011	08/01/2011
Deadline for applications:		
Date offers are made:		
Avg. length of hiring process (mos.):		
When after 12/1 should 1Ls apply?	12/1/2011	

NARRATIVE: The Law Department represents the City in all affirmative and defensive civil litigation, as well as in the criminal prosecution of juveniles.
PRACTICE AREAS: For a complete description of our 17 divisions, please visit our web site: www.nyc.gov/law.
HIRING: Each year, the Law Department hires an entry class, with the majority assigned to our Tort or Family Court divisions.
TRAINING: New attorneys participate in a weeklong orientation program. Attorneys in litigating divisions receive additional training during their first year, including a weeklong trial advocacy program. The Department has an on-going professional development program and is an accredited CLE provider.
SUMMER HONORS PROGRAM: We hire approx. 50 interns for a 9-week program. Interns are paid \$500/week with free housing made available to out-of-town interns. Second year students are considered for permanent employment.

NALP is committed to helping make the legal profession accessible to all individuals on a non-discriminatory basis. NALP is opposed to discrimination based upon actual or perceived gender, age, race, color, religion, creed, national or ethnic origin, disability, sexual orientation, gender identity and expression, genetic information, parental, marital, domestic partner, civil union, military, or veteran status.