

Legal Intern

Division/Unit: Legal	OEM Supervisors: Stella Guarna, Deputy Commissioner for Legal Affairs
Project-based or Ongoing: Project	Education Level: <i>See Requirements/Special Skills/Education Needed</i>
How many interns: 1	Length of Commitment: 3-6 months

Background:

As a coordinating agency for the City of New York, OEM facilitates emergency response among City agencies. As a result, OEM amasses a vast amount of incident and/or event specific documents and records. Frequently, OEM receives Freedom of Information Law requests regarding these citywide incidents and/or events.

Description of Project/ Intern Responsibilities:

The OEM Office of the General Counsel seeks a summer intern to assist in a Freedom of Information Law document collection and review project. This project requires the organization of confidential records, in a variety of different medium as well as careful and meticulous document review and redaction.

Work on this document collection and review project will require the intern to interface with the OEM Records Officer and Agency Attorneys. At the project's completion, the intern will present to the OEM Law Department a memorandum enumerating any and all document redactions and their justifications. Further, the intern will be asked to evaluate the FOIL management system at OEM and, if applicable, offer suggestions to improve efficiency in responding to requests.

Requirements/Special Skills/Education Needed:

The internship requires a law school student at the 2L or 3L level, preferably with an understanding of the New York Freedom of Information Law (Public Officers Law §87 et. seq.), which allows members of the public to access records of governmental agencies via a process for the review and copying of an agency's records.

The internship requires a candidate with excellent organizational skills, the ability to set and keep deadlines and the capacity to communicate effectively and efficiently with others. Knowledge of Public Officers Law §87 et. seq. is preferred. Familiarity with Adobe Professional is required.

The intern will be required to sign a confidentiality agreement with regard to all records reviewed and created during the internship. Per this agreement, the intern will not be permitted to maintain copies of any writing created during and/or relating to the project.

Only candidates with high ethical standards and who have successfully completed a Professional Responsibility course will be considered.

Interested Applicants:

Email resume and cover letter (in MS Word format) to:

jobs@oem.nyc.gov

Or mail to:

HR Coordinator

NYC Office of Emergency Management

165 Cadman Plaza East

Brooklyn, NY 11201