

# Legal Affairs Intern

<b>Division/Unit:</b> Legal Unit	<b>OEM Employee to Supervise Project:</b> Patricia Emrich, <i>Senior Agency Attorney</i>
<b># of Positions:</b> 1-2	<b>Education Level:</b> The internship requires a law school student at the 2L or 3L level, with a proven track record of public service; <b>2L students are preferred.</b>
<b>Background on Project:</b> OEM plans and prepares for emergencies, educates the public about preparedness, coordinates emergency response and recovery, and collects and disseminates emergency information. The OEM Legal Department supports the agency mission by drafting contracts and agreements and developing internal and external policies to support planning initiatives; legal issue spotting emergency coordination and response strategies; providing general legal counsel to executives and staff.	
<b>Description of Project/ Intern Responsibilities:</b> OEM Legal seeks an intern to manage 3 Legal Department initiatives: <ol style="list-style-type: none"> <li>(1) Review Citywide emergency plans, redact where appropriate and finalize redacted documents in anticipation of Freedom of Information Law ("FOIL") requests in an agency Citywide Plans Database. At the project's completion, the intern will present to OEM Legal a memorandum enumerating any and all document redactions and their justifications.</li> <li>(2) Finalize a Legal Forms and Documents Database.</li> <li>(3) Finalize an agency Contracts Tracking Database, which will require culling through agency contracts and learning to identify important contract provisions.</li> </ol> <p>This internship will also provide the candidate with the opportunity to work on OEM internal and external policy, legislative affairs, training development and litigation support. In addition, the intern will support the Legal Unit in day-to-day activities such as legal research, responding to correspondence and legal issue spotting. Interns will be expected to attend meetings with Legal Unit staff and interface with other OEM units and divisions.</p>	
<b>Requirements/Special Skills Needed:</b> <p>Knowledge of New York Freedom of Information Law (Public Officers Law §87 et. seq.) is preferred. <b>Work or clinical experience in litigation and document redaction is recommended and preferred.</b> Only candidates who have successfully completed a Professional Responsibility course will be considered.</p> <p><u>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.</u></p> <p>This is an <u>unpaid</u> internship for summer 2013.          All final candidates are required to pass a background check.          For additional info on NYC OEM, go to <a href="http://www.nyc.gov/oem">www.nyc.gov/oem</a>.</p> <p>The OEM 2013 Summer Internship Program is June 3<sup>rd</sup> - August 9<sup>th</sup>.</p>	

**Interested Applicants:**

E-mail resume and cover letter to: [nycoemlegal@oem.nyc.gov](mailto:nycoemlegal@oem.nyc.gov)

Mail to:

HR Coordinator  
NYC Office of Emergency Management  
165 Cadman Plaza East  
Brooklyn, NY 11201

**Only those applicants under consideration will be contacted.**