



## JOB DESCRIPTION

<b>JO #</b>	771819
<b>Business Title:</b>	Records & Info Law Grad Intern
<b>Positions Needed:</b>	1
<b>Hourly Range:</b>	\$17.90 - \$26.73
<b>Division/Work Unit:</b>	Legal Affairs / Information & Law Counsel
<b>Work Location:</b>	375 Pearl Street, New York, NY 10038 <i>(in-office position, NO REMOTE/HYBRID)</i>

The NYC Department of Finance (DOF) is responsible for administering the tax revenue laws of the city fairly, efficiently, and transparently to instill public confidence and encourage compliance while providing exceptional customer service.

### **Division Description:**

DOF's Legal Affairs Division serves as the in-house legal department for DOF, providing professional and comprehensive legal advice and services supporting a full range of city tax and other revenue-related matters. Legal Affairs Division attorneys and staff handle various legal issues, including real property taxes and exemptions, business income and excise taxes, collections, parking violations, treasury, land registry, Conciliation Bureau conferences, FOIL, and employment law.

### **Job Description:**

Within Legal Affairs, the Information Law and Counsel unit focuses on information and privacy related legal matters, disclosure, tax secrecy, Freedom of Information Law requests, data, Sheriff matters, and other externally focused operational issues.

The Information and Law Counsel unit is seeking an enthusiastic, self-motivated Summer Graduate Intern, such as a law student. Duties and responsibilities include the following:

- Assist the Records Access Officer with records requests under the Freedom of Information Law (FOIL).
- Provide administrative and processing support to DOF's Records Access Officer and attorneys who handle FOIL requests.
- Assist in processing and tracking incoming requests for information under FOIL and provide support in drafting and seeing responses to requestors.
- Assist attorneys with data, information, related legal functions.
- Participate in other projects and matters that the attorneys in the unit are handling. Based on the needs of the unit, assignments may include assisting with administrative proceedings and compliance work, preparing notifications, reviewing documents, communications and a range of legal research and drafting assignments.

**Preferred Skills:**

- Graduate and Law Interns must be enrolled or accepted in a graduate or law school.
- Excellent organizational and administrative processing skills as well as excellent computer skills.
- Detailed drafting, reviewing and writing skills. Strong legal research and writing abilities.
- Effective written and oral communication skills.
- Ability to work on multiple detailed assignments with deadlines.

**Minimum Qualifications:**

Candidates must be currently enrolled in a graduate degree program in an accredited college, university or law school.

**Additional Information:**

The City of New York is an inclusive equal opportunity employer committed to recruiting and retaining a diverse workforce and providing a work environment that is free from discrimination and harassment based upon any legally protected status or protected characteristic, including but not limited to an individual's sex, race, color, ethnicity, national origin, age, religion, disability, sexual orientation, veteran status, gender identity, or pregnancy.

In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification document form upon hire.