



## JOB VACANCY POSTING NOTICE

<b>Job ID:</b>	524400	
<b>Business Title:</b>	Sheriff's Office Graduate Intern	
<b>Proposed Salary Range:</b>	\$19.93 - \$24.73	
<b>Division/Work Unit:</b>	Sheriff's Office	
<b>Work Location:</b>	66 John St, New York, NY 10038 <i>(Current location but could be subject to change)</i>	
<b>Career Level:</b>	Student	
<b>Civil Service Title:</b>	Summer Graduate Intern	<b>Level:</b> N/A

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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:

The New York City Sheriff's Office serves and enforces court mandates, orders of protection, warrants, decrees, and property seizures. Additionally, the Sheriff's Office conducts criminal investigations of real property fraud, tax crimes, and the trafficking of illegal and untaxed tobacco products and synthetic narcotics.

### Job Description:

The New York City Sheriff's Office is seeking three Summer Graduate Interns to assist in the Manhattan Law Enforcement Bureau. Duties will include, but are not limited to:

- Work with community partners in exercising leadership in project planning, implementation, and reporting of observed Sheriff activities.
- Learn best practices and procedure in Law Enforcement while interviewing filing parties and litigants who visit or file process with the Sheriff's Office.
- Learn the court structure in New York State and how it integrates with the Sheriff.
- Maintain notes of activities and procedures observed.
- Oversee supplies inventory for the efficient and effective implementation of Summer Youth Program.
- Schedule meetings and observe Sheriff's Sales.
- Keep forms updated and relevant.
- Conduct minor word processing duties.

### Minimum Qualification Requirements:

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

### Additional Information:

As of August 2, 2021, all new hires must be vaccinated against the COVID-19 virus, unless they have been granted a reasonable accommodation for religion or disability. If you are offered city employment, this requirement must be met by your date of hire, unless a reasonable accommodation for exemption is received and approved by the hiring agency.

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.

The student will be asked to sign a Tax Secrecy agreement and should understand the rules that prevent nondisclosure of Department of Finance information.

**Residency Requirement:**

New York City residency is generally required within 90 days of appointment. However, City Employees in certain titles who have worked for the City for 2 continuous years may also be eligible to reside in Nassau, Suffolk, Putnam, Westchester, Rockland, or Orange County. To determine if the residency requirement applies to you, please discuss with the agency representative at the time of interview.

**To Apply:**

Click the "**Link Below**" to be directed to [nyc.gov/jobs](https://nyc.gov/jobs) and be able to submit your resume/cover letter.

[https://a127-](https://a127-jobs.nyc.gov/psc/nycjobs/EMPLOYEE/HRMS/c/HRS_HRAM_FL.HRS_CG_SEARCH_FL.GBL?Page=HRS_APP_SCHJOB_FL&Action=U)

[jobs.nyc.gov/psc/nycjobs/EMPLOYEE/HRMS/c/HRS\\_HRAM\\_FL.HRS\\_CG\\_SEARCH\\_FL.GBL?Page=HRS\\_APP\\_SCHJOB\\_FL&Action=U](https://a127-jobs.nyc.gov/psc/nycjobs/EMPLOYEE/HRMS/c/HRS_HRAM_FL.HRS_CG_SEARCH_FL.GBL?Page=HRS_APP_SCHJOB_FL&Action=U)

**IMPORTANT:** Type in the Job ID # in the box in and make sure to select "**Finance**" on the Agency drop-down list to access the position to apply.

While we appreciate every applicant's interest, only those under consideration will be contacted.

Best,  
HC

**Posting Date:** 03/23/2022

**Post Until:** 04/02/2022

**The City of New York is an Equal Opportunity Employer**