

**City of New York
DEPARTMENT OF INVESTIGATION
Intern Vacancy Notice**

Intern Title: Legal Intern

Intern ID: 001

Work location: 180 Maiden Lane

Intern Description

As of August 2, 2021, all new interns 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.

The New York City Department of Investigation (DOI) is one of the oldest law enforcement agencies in the country with a mission of combating municipal corruption. It serves the people of New York City by acting as an independent and nonpartisan watchdog for New York City government, City agencies, and City employees, vendors with City contracts, individuals and entities that receive City funds.

Legal interns will assist DOI's investigators and attorneys in 1. Drafting and editing a variety of documents for both public and internal audiences, including complex investigative reports and legal memoranda; 2. Conducting legal research and analysis, including but not limited to, analyzing legal documents, financial records, and other documents such as, contracts, vendor records, agency policies, and controls; 3. Preparing subpoenas and document requests, and managing responses; 4. Participating in interviews of witnesses and subjects; and 5. Working collaboratively with other investigative units, prosecutorial bodies, and City agencies. The ideal intern will gain extensive legal writing skills; including writing and editing investigative reports and case referrals, preparing investigation summaries, drafting subpoenas and court orders, and authoring legal correspondence and memoranda

If selected, the candidate will be fingerprinted and undergo a background investigation. In addition, for positions that have a law enforcement and/or investigative function, the candidate's consumer credit history will be reviewed during the background investigation, and as otherwise permitted by NYC Administrative Code § 8-107(24)(b)(2)(A)

This is an unpaid internship.

Qualification Requirements

Must be currently enrolled in law school with a minimum 3.0 GPA.

Required Knowledge, Skills, and Abilities:

Excellent interpersonal skills, with an ability to communicate effectively with a variety of personnel at DOI. Ability to manage multiple priorities and operate effectively in a fast-paced work environment. Comfort with using technology in connection with long-term investigations. Strong research and analytical skills.

Post Date: 2/8/2023

Post Until: 4/7/2023

The City of New York is an equal opportunity employer and is strongly committed to a policy of non-discrimination. We are committed to recruiting a diverse and inclusive talent pool.