



James W. Hendon
COMMISSIONER

Glenda V. Garcia
DEPUTY COMMISSIONER

Job Description: Legal Intern
Business Unit: Legal

The mission of the Department of Veterans' Services is to connect, mobilize, and empower New York City's Veteran community in order to foster purpose-driven lives for New York City Service Members – past and present – in addition to their caregivers, survivors, and families. DVS fulfills this mission by providing New York City's 210,000 Veterans with essential services and programs focused on pivotal areas such as economic empowerment, housing security, benefits, health and wellness, and culture.

DVS will continue to strengthen its core services as well as find new ways to serve this dynamic population and ensure that Veterans – New York City's most civic-minded individuals – continue to serve as a major asset for the City.

General Counsel is in need of a Legal Intern to help provide data and statistical support for the unit. Under the direction of the General Counsel, and with some latitude to exercise independent judgment, the Legal Intern's job and responsibilities will include:

Procurement Contracts

- Assist in the preparation of all procurement and contract actions, contract amendments, renewals, extensions, required for the preparation of solicitation bids, conducts other pre-solicitation review and post-award review activities necessary, to provide vendors with clarification of contract terms and conditions; including creating packages required for the registration of contract awards, contract negotiations, contract initiation, renewals, modifications, and amendments.
- Interface with DVS staff, General Counsel (OGC), and other NYC procurement and contracts teams to navigate the vendor acquisition process from the RFI/RFP stage through registration.

Employment and Labor Relations

- Review, interpret and provide advice on labor contracts, rules, and regulations.
- Assist General Counsel with drafting disciplinary charges.
- Assist General Counsel with conducting grievance Steps per union contracts
- Investigate and research labor and employment.
- Gather relevant documents and prepare written summaries of investigations and closing memos to the General Counsel.

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P: 212 416 5250



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- Research legal issues relating to EEO law, assist in drafting position statements in response to EEO complaints.

General

- Assist in special projects that arise because of the continued build-out, progression, and policy implementation associated with DVS as a start-up agency.
- Perform other related duties as required.

Preferred Skills

- Critical thinking and data-driven
- Some knowledge of experience using data analytics tools and/or applications
- Passion for learning and working in a start-up environment.
- Self-sufficient and self-motivated
- Able to assist non-technical users who depend on technology to perform their jobs.
- A technical, logical thought process.
- A strong willingness to learn and adapt to new priorities as they come.

Eligibility

- Compensation for this internship will be provided through the VA Work Study Program. Potential candidates who meet the preferred skill requirements must also meet the eligibility requirements of the VA Work Study Program as described below to be considered for this position.
- Are enrolled in at least three-quarter time in a college degree, vocational, or professional program, and
- Can finish the work-study contract while you still qualify for education benefits, and
- Are using an approved VA education benefits program to pay for your education or training.

Please provide a copy of your resume with a cover letter that identifies veteran status, skills and experience, and VA Work Study eligibility via email: VAWorkStudy@veterans.nyc.gov.

Learn more about VA Work Study: <https://www.va.gov/education/about-gi-bill-benefits/how-to-use-benefits/work-study/>

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