

2024 NYC Summer Internship Program Application Form

Agency: Department of Buildings

Division: Office of the General Counsel

Address 1: 280 Broadway New York, NY 10007

Contact: Department of Buildings

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Agency Description

At the NYC Department of Buildings, we are responsible for ensuring the safe and lawful use of buildings and properties by enforcing the NYC Construction Codes, Energy Code and Zoning Resolution. We facilitate compliant development with integrity, efficiency, and professionalism. As an agency, we are committed to remaining a premier municipal building organization, dedicated to enhancing the quality of life for all New Yorkers and making our city safer. As an employer, we are committed to improving our performance and developing procedures that are streamlined, understandable, and transparent.

Unit Description

The FOIL and Subpoenas unit directs and assists with agency compliance with the Freedom of Information Law (FOIL) demands, Court-ordered subpoenas for records, depositions and testimony, NYC Comptroller Claims document requests, and NYC Law Department requests for records, including for discovery in connection with litigation.

Position Title

Legal Intern, FOIL and Subpoenas

Internship Responsibilities

The Legal Intern will be under direction and supervision of the Assistant General Counsel responsible for FOIL and Subpoenas.

The Legal Intern will assist attorneys on a broad range of issues relevant to the agency's work. Projects will include:

- Legal writing
- Legal Research
- Data Collection

Qualifications/Special Skills/Area of Study

Minimum Requirements: Graduate interns must either be currently enrolled in a college or university or must have graduated within one year of the current program year.

- Must be enrolled in an accredited law school.
- Demonstrated interest in one or more of the following areas:
 - Freedom of Information Law (FOIL)
 - Litigation
 - Construction
 - Housing

Application Process

JobsNYC <https://cityjobs.nyc.gov/>

Job ID#: 631640

Salary Range \$16.93-24.73

Internship may be used to fulfill college credit requirement.

Additional Information / Comments

Additional Information / Comments (Max characters 700)

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