

# 2024 NYC Summer Internship Program Application Form

**Agency:** Department of Buildings

**Division:** Policy and Legal Affairs

**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**

In 1982 the New York State Legislature enacted Article 7-C of the Multiple Dwelling Law. This law, known as the New York City Loft Board. The purpose of the law is to regulate the legal conversion of certain lofts units in the city from commercial/manufacturing use to residential use. The New York City Loft Board oversees the conversion of Interim Multiple Dwelling (IMD) buildings to safe residences and compels landlords to bring these spaces up to the minimum standards of the NYS Multiple Dwelling Law and the NYC Construction Codes.

## **Position Title**

Legal Intern, NYC Loft Board

## **Internship Responsibilities**

The intern will, under direction and supervision of the Director of Loft Boards:

- Researching Loft Board and court cases

- Attending and participating in “Narrative Statement Conferences” which involve negotiations between landlords and tenants
- Drafting Proposed Orders to the Loft Board based on settlements or reports and recommendations
- Briefing Board members on cases and attending Board meetings

### **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 a 2<sup>nd</sup> or 3<sup>rd</sup> year law student
- Strong written and verbal skills
- Excellent research skills
- Works well under pressure to meet deadlines

### **Application Process**

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

Job ID#: 631689

**Salary Range** \$16.93-24.73

Internship may be used to fulfill college credit requirement.

### **Additional Information / Comments**

This internship position reports in- person and does not require New York City residency. If selected, candidates must provide transcript enrollment verification statement from their school attesting that they are enrolled in an accredited degree program. Internship assignments may start as early as May, must conclude by the first week in September, and must not exceed a maximum of 13 weeks.

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