

2024 NYC Summer Internship Program Application Form

Agency: Department of Buildings

Division: Regulatory Affairs and Policy Development

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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 Regulatory Affairs and Policy Development (“RAPD”) team is the legal arm of the Department’s code revision, code development, and legislative efforts. Working closely with technical and subject matter experts, the team is responsible for reviewing, revising, and drafting code provisions, conducting legal and other research, and providing legal guidance to Agency staff at all levels. The RAPD team provides legal support in connection with the implementation of laws enacted by state and city government, and rules promulgated by the Department. The team also plays an integral role in moving various Mayoral and Department initiatives forward and may be called upon to assist in drafting Request for Proposals and other legal documents.

Position Title

Legal Intern, Regulatory Affairs and Policy Development Intern

Internship Responsibilities

The Legal intern will, under the direction and supervision of the Assistant Commissioner:

- Conduct legal research
- Assist in drafting memoranda and other documents
- Assist in reviewing draft code provisions, standalone legislation, and proposed rules
- Gather and review data
- Other tasks or special projects

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:
 - Municipal government
 - Regulatory review and policy development
- Excellent research and writing skills
- Proficient at conducting research using Westlaw
- Excellent time management and organizational skills

Application Process

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

Job ID#: 631736

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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