

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

**Intern Title: Legal Intern**

**Intern ID: 001**

**Work location: 180 Maiden Lane**

**Intern Description**

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.

**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:** 2/12/2024

**Post Until:** 4//2024

**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.**