

2016 NYC SUMMER INTERNSHIP PROGRAM

AGENCY NAME

FDNY

DIVISION

Legal Affairs - General Law Unit

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ADDRESS2

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AGENCY DESCRIPTION (Max characters 3000)

As first responders to fires, public safety and medical emergencies, disasters, and terrorist acts, the FDNY protects the lives and property of New York City residents and visitors. The Department advances public safety through its fire prevention, investigation and education programs. The timely delivery of these services enables the FDNY to make significant contributions to the safety of New York City and homeland security efforts.

UNIT DESCRIPTION (Max characters 1000)

The FDNY General Law Unit in the Bureau of Legal Affairs is responsible for following: Providing legal counsel to Agency executives and staff with regards to code enforcement, fire prevention, civil service and employment law, and compliance with health care laws and regulations; reviewing and drafting contracts, agreements, policies, legislation and rules; serving as liaison to the NYC Law Department in connection with FDNY litigation; responding to subpoenas and "FOIL" requests; and representing the Agency before human rights agencies in connection with equal employment opportunity complaints.

POSITION TITLE (Max characters 100)

SUMMER GRADUATE INTERN

INTERNSHIP RESPONSIBILITIES (Max characters 1500)

Interns will generally be involved in activities including, but not limited to: Legal research, writing legal memoranda, preparing responses to FOIL requests, reviewing contracts, assisting with litigation matters, and assisting with code enforcement matters.

QUALIFICATIONS/SPECIAL SKILLS/AREA OF STUDY (Max characters 1500)

Must be a 1L or 2L at an accredited law school
Excellent research and writing skills

APPLICATION PROCESS (Max characters 700)

All applicants must visit the NYC Careers website at www.nyc.gov/careers and search for Job ID#236722. **Internship position FDNY-003 must also be indicated on the cover letter and resume.**

SALARY RANGE

Summer Graduate Intern - \$427.50-\$720.50 week

Internship may be used to fulfill college credit requirement

ADDITIONAL INFORMATION / COMMENTS (Max characters 700)

Graduate interns must be currently enrolled in or accepted to a graduate degree program in an accredited college, university or law school.

nyc.gov/dcassip
