

**City of New York**  
**DEPARTMENT OF ENVIRONMENTAL PROTECTION**  
**Citywide Job Vacancy Notice**

<b>Civil Service Title:</b> Agency Attorney Intern	<b>Level:</b> N/A
<b>Title Code No:</b> 30086	<b>Annual Salary:</b> \$52,482 / \$60,354 - \$63,722
<b>Office Title:</b> Assistant Counsel	<b>Work Location:</b> 59-17 Junction Blvd. Flushing, NY
<b>Division/Work Unit:</b> Legal Affairs	<b>Number of Positions:</b> 2
<b>Hours/Shift:</b> 35 Hours per Week/Day	<b>Agency Tracking #:</b> N/A

**Job Description**

The selected attorneys will work under close supervision in the Department of Environmental Protection's Bureau of Legal Affairs, which provides counsel on a broad array of contractual and business matters affecting the Agency. This includes the multitude of issues that arise from the Agency's Capital Construction Program, which exceeds \$1 billion annually. The work of the Bureau includes, among other things, drafting and interpreting construction and consultant contracts and bid/proposal solicitations; drafting and interpreting leases, licenses and other instruments affecting use and occupation of DEP properties; drafting and interpreting inter-governmental agreements; reviewing and making recommendations on bid protests and bidder non-responsibility determinations; advising on questions of procurement procedure; and interpreting federal, state and local law, and drafting or commenting on proposed legislation, as it affects the broad array of business affairs handled by the bureau. In addition, the Bureau works cooperatively with the City's Law Department to address the myriad of litigation matters that affects the Agency. The selected attorneys will receive training and practical experience.

**Qualification Requirements**

Graduation from an accredited United States law school as defined in the Rules of New York Court of Appeals, or Admission to the New York State Bar. Applicants who anticipate graduation in May 2012 are welcome to apply.

**Special Note:** This class of position has a maximum two year term.

**Essential Skills**

N/A

**To Apply:**

Please submit 2 copies of your resume placing the JVN# on the upper right corner of your resume.

The JVN# is located at the lower right corner of this page.

NYC Department of Environmental Protection

Recruitment Office: 59-17 Junction Boulevard -18<sup>th</sup> Floor - Flushing - NY 11373-5108

*OR*

Via E-mail, please submit your resume in Adobe PDF or Microsoft Word  
 placing the JVN# on the upper right corner of your resume as well as in the subject line to:

[Recruit@dep.nyc.gov](mailto:Recruit@dep.nyc.gov)

For more information about DEP, visit us at: [www.nyc.gov/dep](http://www.nyc.gov/dep)

Residency restrictions apply to this position.

Appointments are subject to OMB approval.

**Post Date:** 3/23/2012

**Post Until:** 4/5/2012

**JVN:** 826-12-99615-LA

**The City of New York is an Equal Opportunity Employer**