

**City of New York**  
**DEPT. OF HOMELESS SERVICES**  
**Job Vacancy Notice**

<b>Civil Service Title:</b> Agency Attorney Intern	<b>Level:</b> N/A
<b>Title Code No:</b> 30086	<b>Salary:</b> \$56,257.00/\$64,695.00 -\$68,304.00 <b>Frequency:</b> ANNUAL
<b>Office Title:</b> Agency Attorney Intern	<b>Work location:</b> 33 Beaver Street MANHATTAN, NY 10004
<b>Division/Work Unit:</b> AFIC/Legal Affairs/Legal Affairs	<b>Number of Positions:</b> 1
<b>Hours/Shift:</b> Mon.-Fri. 9:00am-5:00pm	<b>Agency Tracking #:</b> 2865 <b>POSITION:#</b> 3598

**Job Description**

The NYC Department of Homeless Services (DHS) seeks an Agency Attorney Intern at its Adult Family Intake Center (AFIC). Under the direction of the Assistant General Counsel, the selected candidate's primary responsibility will be conducting case reviews and facilitate legal conferences for applicant families who challenge shelter ineligibility determinations. During the legal conference, the selected candidate will take into consideration any new information provided by the applicant, consider its relevance, and determine whether the new information would alter the original determination. The selected candidate will direct any additional investigation when warranted based on new information, and will draft final eligibility determinations in complex cases. Additionally, the selected candidate will assist with quality assurance analyses and audits to ensure compliance with applicable policies, procedures and governing laws concerning the Agency's intake and eligibility process, as well as other AFIC operations. S/he will act as liaison to non-legal AFIC staff for guidance on eligibility determinations and the implementation of fair hearing decisions.

The selected candidate will also handle other legal assignments from the General Counsel's office, which may include representing the Agency at State fair hearings, serving as a liaison to the NYC Law Department on external litigation, responding to subpoenas, FOIL and other information requests, and drafting position statements in response to complaints filed with the Equal Employment Opportunity Commission, the State Division of Human Rights and the NYC Commission on Human Rights.

**Qualification Requirements**

Graduation from an accredited United States law school as defined in the Rules of the New York Court of Appeals (Section 550.3 or 520.5) or admission to the New York State Bar.

SPECIAL NOTE: This class of positions has a maximum two year term.

**Preferred Skills**

The successful candidate must demonstrate an ability to efficiently conduct appropriate legal research on an array of issues, craft well-reasoned and cogent legal and policy memoranda, and multitask in a fast-paced office environment.

**Residency Requirement**

New York City residency is generally required within 90 days of appointment. However, City Employees in certain titles who have worked for the City for 2 continuous years may also be eligible to reside in Nassau, Suffolk, Putnam, Westchester, Rockland, or Orange County. To determine if the residency requirement applies to you, please discuss with the agency representative at the time of interview.

**To Apply:**

For City Employees, please go to Employee Self Service (ESS), click on Recruiting Activities/Careers.

For all other applicants, please go to the [NYC Careers website](#).

Most public libraries have computers available for use.

No phone calls, faxes, emails and personal inquiries permitted.

**Post Date:** 9/10/2015

**Post Until:** 9/24/2015

**JVN:** 071-2016-213501

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