

2016 NYC SUMMER INTERNSHIP PROGRAM

AGENCY NAME

DEPARTMENT OF SANITATION

DIVISION

DSNY/BUREAU OF LEGAL AFFAIRS

ADDRESS1 125 WORTH STREET

ADDRESS2 NEW YORK, NY 10013

CONTACT NAME Robert Orlin

E-MAIL summerinterns@dsny.nyc.gov

PHONE

FAX

AGENCY DESCRIPTION (Max characters 3000)

The NYC Department of Sanitation (DSNY) promotes a healthy environment through efficient management of the City's solid waste and environmentally sound long-range planning to handle New Yorkers recycling and garbage. DSNY is the world's largest sanitation department, collecting more than 10,500 tons of residential and institutional garbage and 1,760 tons of recyclables every day. DSNY also clears litter, snow and ice from some 6,000 miles of streets, removes debris from vacant lots and clears abandoned vehicles from City streets.

UNIT DESCRIPTION (Max characters 1000)

The Bureau of Legal Affairs provides legal review of the policy proposals of all other Deputy Commissioners and of the commissioner; and oversees the environmental impact assessment of all department actions including permitting and waste export.

POSITION TITLE (Max characters 100)

SUMMER GRADUATE INTERN-DSNY-030 - Legal Affairs Graduate Intern

INTERNSHIP RESPONSIBILITIES (Max characters 1500)

Conduct legal research and draft memoranda on issues concerning environmental, legislative, employment and contract matters.

Attend City Council hearings regarding issues that affect the Department.

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

Candidate must have excellent writing, organizational and communication skills.
Experience using Microsoft Office, Word, Excel, Access, and PowerPoint.
Ability to use Westlaw.

As of June 2016, prospective intern must be enrolled in a J.D. degree program for Fall 2016.

APPLICATION PROCESS (Max characters 700)

Email resume and brief cover letter indicating the title of the position to summerinterns@dsny.nyc.gov

SALARY RANGE

\$720.50 per week

Internship may be used to fulfill college credit requirement

ADDITIONAL INFORMATION / COMMENTS (Max characters 700)

Assignments will begin tentatively on June 6 and last between 10 and 13 weeks.

DSNY-030-Legal Affairs Graduate Intern

nyc.gov/dcassip

2016 NYC SUMMER INTERNSHIP PROGRAM

AGENCY NAME

DEPARTMENT OF SANITATION

DIVISION

DSNY/ SUPPORT SERVICES

ADDRESS1 52-35 58th Street

ADDRESS2 Woodside NY 11377

CONTACT NAME Ed Rasmussen

E-MAIL summerinterns@dsny.nyc.gov

PHONE

FAX

AGENCY DESCRIPTION (Max characters 3000)

The NYC Department of Sanitation (DSNY) promotes a healthy environment through efficient management of the City's solid waste and environmentally sound long-range planning to handle New Yorkers recycling and garbage. DSNY is the world's largest sanitation department, collecting more than 10,500 tons of residential and institutional garbage and 1,760 tons of recyclables every day. DSNY also clears litter, snow and ice from some 6,000 miles of streets, removes debris from vacant lots and clears abandoned vehicles from City streets.

UNIT DESCRIPTION (Max characters 1000)

The Support Services Division includes the Bureau of Motor Equipment and the Bureau of Building Maintenance, which provide the equipment required for DSNY to perform its essential tasks. Support Services coordinates the activities of these two operating bureaus to ensure that current and future needs are met for equipment, garages, transfer stations, and related infrastructure.

POSITION TITLE (Max characters 100)

SUMMER GRADUATE INTERN DSNY-034 - Legal - Support Services Legal Graduate Intern

INTERNSHIP RESPONSIBILITIES (Max characters 1500)

Selected candidate will support the Deputy Commissioner for Support Services in legal matters involving the department's daily interaction with the agency's Bureau of Legal Affairs, reviewing legally binding contracts and memorandums of understanding (MOUs), and responding to various day to day legal inquiries that arise within a complex center of operations with a large and diverse workforce. Candidate will also assist the Vehicle Acquisitions and Warrantee Division in processing legal department documents. Subjects areas of work may include labor and employment law, environmental law, contracts, land-use and real estate, and energy law.

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

Candidates must be currently enrolled in a graduate degree program in an accredited college, university or law school.

APPLICATION PROCESS (Max characters 700)

Email resume and brief cover letter indicating the title of the position to summerinterns@dsny.nyc.gov

SALARY RANGE

\$720.50 per week

Internship may be used to fulfill college credit requirement

ADDITIONAL INFORMATION / COMMENTS (Max characters 700)

Assignments will begin tentatively on June 6 and last between 10 and 13 weeks.

DSNY-034-Legal - Support Services Legal Graduate Intern

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