

2015 NYC SUMMER COLLEGE INTERNSHIP PROGRAM

AGENCY NAME

DSNY/ DEPUTY COMMISSIONER'S OFFICE

DIVISION

BME/SUPPORT SERVICES (DSNY-017-LEGAL INTERN)

ADDRESS1 52-07 58TH STREET

ADDRESS2 WOODSIDE, NY 11377

CONTACT NAME Michael Matkovic

E-MAIL INTERN2015@DSNY.NYC.GOV

PHONE

FAX

AGENCY DESCRIPTION (Max characters 1200)

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.

UNIT DESCRIPTION (Max characters 300)

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-017-LEGAL 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 which you are applying to Justin Bland at intern2015@dsny.nyc.gov

SALARY RANGE

\$720.50 P/W

Internship may be used to fulfill college credit requirement

ADDITIONAL INFORMATION / COMMENTS (Max characters 700)

Assignments will begin on June 1 and last between 10 and 13 weeks

(DSNY-017-LEGAL INTERN)

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2015 NYC SUMMER COLLEGE INTERNSHIP PROGRAM

AGENCY NAME

DSNY/BUREAU OF LEGAL AFFAIRS

DIVISION

(DSNY-023-LEGAL INTERN)

ADDRESS1 125 Worth Street, Room 710

ADDRESS2 New York, NY 10013

CONTACT NAME Robert Orlin

E-MAIL Intern2015@dsny.nyc.gov

PHONE

FAX

AGENCY DESCRIPTION (Max characters 1200)

Under executive direction of the commissioner, with the broadest latitude for the exercise of independent judgment and initiative, the deputy commissioner for Legal Affairs serves as chief legal counsel for the Department of Sanitation; oversees the agency's highly complex legal work; administers broad and complex managerial responsibilities over the department's legal division.

UNIT DESCRIPTION (Max characters 300)

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-023-LEGAL INTERN)

INTERNSHIP RESPONSIBILITIES (Max characters 1500)

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

Assist the department's Enforcement Posting Unit on preparing upcoming posting cases, to be presented at the Environmental Control board (ECB).

Assist attorneys in the preparation of ECB trial and appeal briefs.

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.

Experience using MS Windows including, outlook, word, Excel, Access and power point. Ability to utilize west law.

Candidate must have excellent writing, organizational and communication skills. Intern candidates must be enrolled in a degree program for fall 2015.

APPLICATION PROCESS (Max characters 700)

Please attach a cover letter with your resume and submit no later than May 15, 2015 to: Robert Orlin at intern2015@dsny.nyc.gov

SALARY RANGE

\$720.50 P/W

Internship may be used to fulfill college credit requirement

ADDITIONAL INFORMATION / COMMENTS (Max characters 700)

Time Commitment: 35 hours per week. Monday - Friday. Must complete a minimum of 10 full weeks or a maximum of 13 weeks between May and September 2015. Candidates should have a flexible schedule and be available to work early mornings as needed.
(DSNY-023-LEGAL INTERN)

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