



POSITION AVAILABLE
AGENCY ATTORNEY INTERNE

COUNSEL'S OFFICE

AGENCY DESCRIPTION

The Department of City Planning (DCP) has an expansive work program focused on the creation and strengthening of great neighborhoods, affordable housing, vibrant commercial and institutional centers, while promoting strategic growth, transit-oriented development, sustainable communities and high-quality open space and waterfronts. Our aim is to enhance quality of life in the City, in part by initiating comprehensive, consensus-based planning and zoning changes for individual neighborhoods and business districts, as well as establishing policies and zoning regulations applicable citywide.

The Department supports the City Planning Commission and each year reviews approximately 450 land use applications for actions such as zoning changes, special permits and other discretionary approvals. City Planning also assists both government agencies and the public by providing policy analysis and technical assistance relating to housing, transportation, community facilities, demography, waterfront and public space.

POSITION DESCRIPTION

The Counsel's Office provides counsel to the Department of City Planning, the City Planning Commission, other governmental agencies, and private entities on all issues related to zoning, land use review, planning, environmental review, and agency administration and procedures

RESPONSIBILITIES:

Reporting to the Counsel, the Agency Attorney Intern will:

- Research legal cases, opinions and decisions and abstract salient points and references.
- Analyze legal documents and assist in preparing and reviewing Agency contracts.
- Assist in the review and interpretation of existing laws, rules and regulations, and in the preparation of new legislative or regulatory proposals applicable to the Agency.
- Draft notices of restrictions and restrictive declarations, legal memoranda, correspondence and other related documents.

- Participate in conducting special studies and projects.
- Perform related tasks.

CIVIL SERVICE TITLE: AGENCY ATTORNEY INTERNE

SALARY RANGE: \$56,257 - \$64,965, commensurate with experience; full NYC benefits package

APPLICATION DEADLINE: 01/29/2016 or until filled

TO APPLY: ALL APPLICATIONS MUST BE SUBMITTED THROUGH THE NYC JOBS/ESS WEBSITE

City Employees – Click here and log in to ESS.

- Search for job ID number: **225056**
- Click on the job business title: Agency Attorney Interne
- Click on “Apply Now” at the bottom of the posting

Only applicants under consideration will be contacted.

Appointments are subject to Office of Management and Budget (OMB) approval.

New York City Residency is required for this position.

Authorization to work in the United States is required for this position.

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The candidate selected for this position must be a resident of the City of New York or become a resident within 90 days of appointment.

THE DEPARTMENT OF CITY PLANNING IS AN EQUAL OPPORTUNITY EMPLOYER AND A COPY OF THE EQUAL OPPORTUNITY PROGRAMS IS AVAILABLE IN THE HUMAN CAPITAL DIVISION. THE DEPARTMENT MAKES AVAILABLE ACCOMMODATIONS FOR DISABLED APPLICANTS.