

2022 NYC SUMMER INTERNSHIP PROGRAM

AGENCY NAME

FIRE DEPARTMENT OF NEW YORK CITY

DIVISION

Bureau of Legal Affairs, General Law Unit

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ADDRESS2 Brooklyn, NY

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FAX

AGENCY DESCRIPTION (Max characters 3000)

The Fire Department of the City of New York (FDNY) is the largest Fire Department in the United States and universally is recognized as the world's busiest and most highly skilled emergency response agency. The Department's main goal is to provide fire protection, emergency medical care, and other critical public safety services to residents and visitors in the five boroughs. FDNY not only responds to more than a million emergencies every year, its personnel also strive to prevent them by continually educating the public in fire, life safety and disaster preparedness, along with enforcing public safety codes. Since its inception in 1865, FDNY has helped lead efforts to make New York the safest big city in the nation.

UNIT DESCRIPTION (Max characters 1000)

The Fire Department's General Law Unit (GLU), located within its Bureau of Legal Affairs, serves as the agency's counsel for internal legal matters. GLU's work also includes preparing and negotiating contracts, agreements and memorandum of understanding, responding to administrative filings against the agency (ex. those filed with the U.S. Equal Employment Opportunity Commission), and supporting the NYC Law Department (Corporation Counsel) in defending the City in State and Federal Court lawsuits naming the FDNY.

POSITION TITLE (Max characters 100)

01-Law Student

INTERNSHIP RESPONSIBILITIES (Max characters 1500)

- Handle legal matters in multiple practice areas including contracts, labor and employment, and litigation, under the supervision of Fire Department attorneys in the General Law Unit.
- Conduct legal research and prepare memoranda.
- Draft, review and revise documents handled by the unit including contracts, policies and procedures, and administrative decisions and appeals.
- Attend meetings with various bureaus.
- Create and review standard forms and checklists
- Assist with file management.
- Contribute as a team member in the General Law Unit, which provides legal support to effectuate the work of the Fire Department's various bureaus and units.

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

- Currently enrolled, and in good standing, at an ABA accredited law school.
- Strong writing, analysis and research skills.
- Proficiency with Lexis and Westlaw.
- Interest in public sector work.

APPLICATION PROCESS (Max characters 700)

All applicants must visit the NYC Careers website at www.nyc.gov/careers and search for Job ID#528436. **Internship position FDNY-006 must also be indicated on the cover letter and resume.**

SALARY RANGE

\$ 15.93 - \$ 24.73 Per Hour \$ 557.53 - \$ 865.47 Per Week

Internship may be used to fulfill college credit requirement

ADDITIONAL INFORMATION / COMMENTS (Max characters 700)

On **Wednesday October 20, 2021**, Mayor Bill de Blasio announced a COVID-19 vaccination mandate for all City workers. As such, in order to move forward with a conditional offer of employment, you will be required to provide proof of at least one dose of an approved COVID-19 vaccine. If you have been vaccinated, you may submit your proof of vaccination to the HRCS.processing@fdny.nyc.gov . If you receive a two (2) dosage COVID-19 vaccine, proof of second dosage is required 45 days from the date of the first dose.
Contact information for inquiries only.

<https://www1.nyc.gov/site/dcas/employment/internship-opportunities.page>