

NEW YORK CITY COUNCIL JOB POSTING			
Position	Legal Intern (8 Week Assignments)	Work Hours	Various
Division	Legislative Divisions	Open Date	1/10/2017
Number of Positions	8	Close Date	Until Filled

DUTIES AND RESPONSIBILITIES

The Legislative Division has three divisions—Governmental Affairs, Human Services, and Infrastructure—plus a Legislative Drafting Unit. Both Committee Counsels (attorneys) and Policy Analysts work for the Legislative Division. Counsels work either in subject matter committees or in the dedicated drafting unit. They manage the legislative process—for example, they draft legislation and memoranda, conduct legal and policy research, negotiate bills on behalf of the Council, meet with various parties, and provide legal and policy advice to the Speaker and other Council Members. Counsels also handle committee work—for example, they prepare long-term committee agendas and state and federal agendas; prepare for hearings on bills, oversight topics, and more; help to run hearings; brief the relevant parties; and head committee task forces. Policy Analysts do similar work; however, they draft resolutions instead of bills. The Legislative Division works collaboratively with the following partners at the City Council (though it should be noted that these divisions hire interns through separate processes):

- The Finance Division
- The General Counsel’s Office
- The Land Use Division
- The Policy & Innovation Division

Interns provide research and drafting assistance to the Legislative Division. Legal memoranda, policy analyses, and drafting of proposed bills are common work products. Interns also might work on preparing and organizing Council committee hearings and drafting committee reports. Some of this work may involve direct interaction with Council Members and their staff.

Note: The Council provides a limited number of paid internships unless students have funding from their schools, in which case students should rely on that funding.

REQUIREMENTS

Students must be enrolled in good standing at an accredited law school.

HOW TO APPLY

Qualified candidates should forward a cover letter and resume to:

MAIL: New York City Council
 Attn: Administrative Services/Legal Internship
 250 Broadway, 16th Floor
 New York, NY 10007

FAX: (212) 791-5266

E-MAIL: recruiter250b@yahoo.com

While we sincerely appreciate all applications, only those candidates selected for interview will be contacted.

THE NEW YORK CITY COUNCIL IS AN EQUAL OPPORTUNITY EMPLOYER
