

New York City Agencies Interested in Volunteer Attorneys

Commission for the UN

The New York City Commission for the UN, Consular Corps, and Protocol seeks a junior attorney (1-3 years experience) or non-admitted 2009 law graduate with demonstrated interest in international affairs and/or real estate. The volunteer attorney could work for the Commission by handling legal assistance requests submitted from the diplomatic community (such landlord-tenant disputes, small commercial matters, and inquiries regarding local laws, regulations, and codes). The volunteer attorney would also assist the Deputy General Counsel with long-term projects such as tracking tax delinquent governments, and assisting with code compliance matters involving the UN and foreign government properties. Questions about the Commission's program should be addressed to Linda Wayner at lwayner@cityhall.nyc.gov or 212-319-9199.

Administration for Children's Services – Family Court and General Counsel Offices

The Administration for Children's Services (ACS) **General Counsel Unit** needs 5 volunteer attorneys: either attorneys with at least 1 year admission to the bar or non-admitted 2009 graduates. Needed for labor and employment law; contract drafting and review; and/or class action/institutional reform or general litigation. Could work for ACS doing disciplinary case investigation and prosecution along with drafting position statements in defense of ACS dealing with EEO complaints; foster care/preventive/child care contract drafting and interpretation; working with NYC Law Department handling discovery and deposition and motion practice for class action litigation and general litigation facing ACS. Applicants should send their resume to Joseph.Cardieri@dfa.state.ny.us. Questions about the ACS General Counsel Unit should be addressed to Joseph Cardieri, at e-mail address noted, or 212 341-0927.

ACS also needs 6 attorneys for the **Family Court Litigation Unit**. Positions are available for admitted and non-admitted 2009 law graduates with a background in litigation and legal research and writing to work for ACS in our Family Court trial offices working with trial attorneys with case preparation of cases involving child abuse and neglect including discovery, motion practice, and witness preparation. One attorney to be assigned to work with the Legal Support and Training Unit with research and writing. Applicants should send their resume to Nancy.thomson@dfa.state.ny.us. Questions about the ACS Family Court Litigation Program should be addressed to Nancy Thomson by e-mail or by calling 212-341-2713.

Department of Probation

The New York City Department of Probation prefers attorneys with at least one year experience but will accept non-admitted recent law school graduates. Attorneys would provide support in varied areas including criminal, family court, EEO, contracts and legislative issues. Admitted attorneys may make court appearances and conduct violation of probation

hearings and pre-sentence conferences. Attorneys would prepare witnesses and accompany probation officers to court on such matters as dispositional hearings in family court and neglect proceedings. They will also prepare responses and appear in court on Motions. They may assist with legal research, reviewing and drafting contracts, legislation, memoranda of understanding, advice to officers and managers in the field, and responding to subpoenas and complaints of discrimination. Working for Probation would give them the unique experience of being part of the criminal justice/law enforcement community in an agency whose mission includes "provid[ing] individuals with the opportunities and the skills to effect personal change." Applicants should send a resume to Margaret DiGiovanna at MDiGiovanna@probation.nyc.gov. Questions about this agency's program should be addressed to Ms. DiGiovanna at the above e-mail or by phone at 212-232-0706.

Department of Correction

Department of Correction prefers attorneys with at least one year of experience (preferably litigation-related), but will accept non-admitted recent law school graduates. These attorneys would perform various aspects of litigation support in a variety of actions ranging from civil rights (generally 42 USC 1983 claims alleging violations of prisoner rights), to tort, to employment law issues such as wrongful termination, discrimination, and alleged ADA violations. Additionally, attorneys would conduct legal research, draft affirmations and legal memoranda, and respond to subpoenas and requests under the Freedom of Information Law. The attorneys would also have the opportunity to observe jail operations and various programs within the Department. Applicants should send their resume to Alexandra.Fisher@doc.nyc.gov. Questions about the Department's Program should be addressed to Ms. Fisher at the above e-mail or by phone at 212-266-1280.

Office of Management and Budget

Office of Management & Budget seeks law school graduates, including non-admitted 2009 graduates and attorneys with one year of experience in the area of contracts, procurement, corporate governance, not for profit governance or similar areas. Volunteers could work for OMB doing legal research, contract review and procurement, assisting with administration of our bond financing entities and related legal work. Applicants should send their resume to henningm@omb.nyc.gov. Questions about OMB's program should be addressed to Marjorie Henning, henningm@omb.nyc.gov, 212-788-5880 or Scott Ulrey, ulreys@omb.nyc.gov, 212-788-5882.

Taxi and Limousine Commission

Taxi and Limousine Commission seeks experienced attorneys or 2009 graduates. Litigation, contract, or administrative law experience would be useful but not necessary. Work areas could include contract and/or litigation work in the general counsel's office, handling hearings and appeals before administrative tribunals in the enforcement division, or judicial support work in the adjudications division. Applicants should send resumes to charles.fraser@tlc.nyc.gov. Questions should be addressed to Charles R. Fraser, General Counsel, charles.fraser@tlc.nyc.gov or 212-676-1117.

Commission on Human Rights

The New York City Commission on Human Rights would be interested in volunteer attorneys to work in our Law Enforcement Bureau. Duties would include interviewing complainants, respondents and witnesses; drafting legal documents; handling all aspects of the investigation/litigation of the complaint, including negotiating settlements and representing the Commission in the Office of Administrative Trials and Hearings. Interested applicants should send their resumes and address questions to Clifford Mulqueen at cmulqueen@cchr.nyc.gov.

Office of Chief Medical Examiner

The Office of Chief Medical Examiner would welcome the assistance of an attorney with at least 3 years of experience, with a background in litigation, intellectual property, and/or contracts who can assist Agency in-house counsel with litigation matters (research, investigation of cases and claims), contract matters (frequently concerning intellectual property, leases, and licensing), as well as research (e.g., disaster management legal issues, legislation), general correspondence, document review, and/or other assigned tasks. Non-admitted 2009 grads with strong research, writing, and research skills applicants will also be considered. Applicants should send their resume to Jody C. Lipton at jlipton@ocme.nyc.gov or via first class mail to: 421 East 26th Street, New York, NY 10016. Questions about this Agency's program should be addressed to Jody C. Lipton at jlipton@ocme.nyc.gov or via telephone at 212.323.1901.

Department of Consumer Affairs

The NYC Department of Consumer Affairs seeks volunteer attorneys with two years experience with an interest in public interest law or business who are experienced in litigation (drafting pleadings, discovery, etc.) and who enjoy research and writing. Volunteer attorneys will assist the Department with: drafting pleadings in enforcement actions against licensed and unlicensed businesses; conducting investigations and discovery; settling cases; reviewing advertising to determine if the advertising is misleading or misleading; researching emerging issues in consumer law and policy; and drafting memos on legal issues. There may also be speaking opportunities. Applicants should send their resume to: Personnel Division, Volunteer Lawyers Program, New York City Department of Consumer Affairs; 42 Broadway, 8th Floor; New York, NY 10004. Questions about this Agency's Program should be addressed to Marla Tepper, General Counsel, mtepper@dca.nyc.gov; please correspond by email only. More information on the Department's exciting work is generally available at www.nyc.gov/consumers.

Conflicts of Interest Board

The Conflicts of Interest Board would be interested in the services of a 2009 graduate. Volunteers might draft letters providing legal advice to City employees; research issues and draft memoranda and other documents on ethics, evidentiary, and other issues; review complaints of unethical conduct by City employees; draft pleadings, motion papers, and related documents; assist the Board's enforcement attorneys in preparing and prosecuting actions before the City's Office of Administrative Trials and Hearings and perhaps even try a financial disclosure

enforcement case; attend monthly Board meetings and meetings with other City officials; assist in the Board's training and education programs by drafting training material and, depending on the length of the internship, teaching a course; and draft articles for publication or information materials about the law. Applicants should send their resume and law school transcript to Wayne Hawley at hawley@coib.nyc.gov. Questions about the Board's program may also be addressed to Wayne Hawley at that address or at 212-442-1415.

Civilian Complaint Review Board

The Civilian Complaint Review Board (CCRB) seeks volunteer assistance from attorneys of all levels. Preferably candidates should have a background or interest in constitutional law and New York State criminal and procedural law. Volunteer attorneys would provide legal support to the CCRB's Investigation Division. Applicants should send a resume to bthompso@ccrb.nyc.gov. Questions about the CCRB's program should be addressed to mjoshi@ccrb.nyc.gov and/or Meera Joshi, First Deputy Executive Director (212) 442-8750. For more information about the CCRB please visit our website at <http://www.ci.nyc.ny.us/html/ccrb/home.html>.

Department of Housing Preservation and Development

Department of Housing Preservation and Development seeks volunteer attorneys, admitted to the bar in New York, who could work for the agency performing real estate closings. Applicants should send their resumes to langsamp@hpd.nyc.gov. Questions about this Agency's Program should be addressed to Penny Langsam, langsamp@hpd.nyc.gov, (212) 863-6640.

Office of the Criminal Justice Coordinator

CJC would be interested in one attorney as part of this program. No prior experience would be required and we would take a non-admitted 2009 graduate. Legal research and criminal justice interest is preferred. Applicants should send their resume to Kagnifilo@cityhall.nyc.gov. Questions about CJC should also be referred to the same email address.

Department of Environmental Protection

The New York City Department of Environmental Protection (DEP) seeks an attorney admitted to the bar or a law school graduate awaiting admission with employment law background to work for the DEP's Equal Employment Opportunity Office in preparing investigative reports, case summaries and correspondence addressing an outstanding backlog of internal complaints of discrimination; and conduct legal research regarding EEO related issues to appropriately address EEO concerns. Applicants should send their resume via email to ZCampbell@dep.nyc.gov. Questions about this Agency's EEO Program should be addressed to Director of EEO, Martha Osenni, mosenni@dep.nyc.gov, 718-595-3432.

DEP also seeks an attorney admitted to the bar or a law school graduate awaiting admission to appear at the Environmental Control Board representing DEP at administrative hearings on violations of the Water Code and other environmental codes and regulations. Experience is not necessary, but familiarity with administrative law and rules of evidence would be a plus.

Applicants should send their resume to rpecunies@dep.nyc.gov. Questions may be addressed to Russell Pecunies at the above email address or at 718-595-6531.

Department of Homeless Services

The Department of Homeless Services seeks two attorneys, no minimum experience required, who could work for the agency doing legal research, litigation, administrative hearings, disciplinary hearings, responding to employment law claims, contracts, and working on any other administrative law matters that may arise. Applicants should send their resume to: tbaez@dhs.nyc.gov. Questions about the agency's program should be addressed to: Tonie Baez at the previously listed e-mail or by phone at 212-361-8007.