

The City of New York
DEPARTMENT OF HOMELESS SERVICES
CITYWIDE JOB VACANCY NOTICE

CIVIL SERVICE TITLE: Agency Attorney Interne 1 Position Title Code No. 30086	SALARY: Hiring Rate: \$52,482.00 Maximum: \$63,722.00
--	--

UNIT: PATH/Legal DIVISION: Legal	LOCATION: 346 Powers Ave Bronx, New York SHIFT: Sun-Tues 2PM-10PM, Fri & Sat 2PM-10PM (Wed & Thurs RDO)
---	---

JOB DESCRIPTION:

The NYC Department of Homeless Services (DHS) seeks an Agency Attorney Intern for our PATH (Prevention Assistance and Temporary Housing) intake center for families with children. Under supervision, the selected candidate will review and draft written eligibility determinations for families applying for temporary housing assistance and pre-investigation grants of assistance (collectively, "case reviews"), and conduct legal conferences with applicants who wish to contest the Agency's ineligibility determination. S/he will also be responsible for ensuring that case reviews are legally correct, well-reasoned and in compliance with applicable law and Agency guidelines. S/he will act as in-house advisor to staff from other Divisions. In addition, under direction of the Legal Supervisors and/or Legal Managers, s/he will complete research and writing projects assigned by the General Counsel or the Deputy General Counsel for Intake and Administrative Litigation including, but not limited to, memoranda, motions, appeals, pleadings, briefs, subpoenas, in connection with Agency proceeding before various courts.

NOTE: NEW HIRES MUST RESIDE IN NYC FOR THE FIRST TWO YEARS OF EMPLOYMENT

PREFERRED SKILLS:

Excellent writing, analytic and communication skills.

MINIMUM QUALIFICATION REQUIREMENTS:

Graduation from an accredited United States law school as defined in the Rules of the New York Court of Appeals (Section 550.3 or 520.5) or admission to the New York State Bar.

SPECIAL NOTE: This class of positions has a maximum two year term.

New York City residency is not required
D.H.S. is an Equal Opportunity Employer

APPOINTMENTS ARE SUBJECT TO OFFICE OF MANAGEMENT AND BUDGET (OMB) APPROVAL

TO APPLY FOR CONSIDERATION, PLEASE SEND TWO COPIES OF A COVER LETTER INDICATING POSTING NUMBER AND TWO (2) RESUMES TO:

SUBMISSION OF APPLICATION IS NOT A GUARANTEE THAT YOU WILL RECEIVE AN INTERVIEW

Department of Homeless Services
Recruitment Coordinator
33 Beaver Street - 12th Floor
New York, NY 10004

OR E-MAIL YOUR COVER LETTER AND RESUME TO: dhsjobs@dhs.nyc.gov

DATED: October 23, 2009

POST UNTIL: November 9, 2009

POSTING NUMBER: DHS 071-10-3600-1896 C