

NEW YORK CITY LAW DEPARTMENT
Full-Time Employment Opportunity
***** For Current Law Student *****

The New York City Law Department seeks applications from **first-year evening law students who have completed their first year of studies, and second- and third-year evening law students** for a full-time Student Legal Specialist (“SLS”) position in its Commercial and Real Estate Litigation Division.

The Division represents the City and its agencies in disputes involving contractual arrangements, ranging from contracts with private companies to build or repair the City’s infrastructure, to leases of important public properties, to contracts for all types of goods and services, in state and federal courts and before administrative tribunals. In addition, the Division enforces the City’s contractual rights to rental and other real estate-related payments, and handles affirmative matters to acquire tax-delinquent properties to be developed as affordable housing for City residents.

The SLS will assume direct responsibility for a variety of breach of contract and public improvement lien actions brought against the City of New York and its constituent agencies in New York State Supreme Court. In accordance with a special student practice order, the SLS will draft pleadings, conduct discovery, interview witnesses, argue motions, and possibly conduct small trials, under the direct supervision of an attorney.

The successful candidate should be highly motivated and possess excellent organization, research and communication skills, as well as a genuine interest in litigation.

Applicants must be currently enrolled in law school, have completed 20 law school credits and be a New York City resident within 90 days of appointment as an SLS. The SLS position terminates upon graduation from law school.

The starting annual salary for this full-time position ranges from \$32,850 to \$42,690, depending upon the number of law school credits earned. The SLS will be eligible for health and union benefits, and vacation or sick leave accrual.

To apply for this position, please submit a cover letter, resume, law school transcript, a list of three references and two writing samples, by e-mail or regular mail to:

The New York City Law Department
Office of Legal Recruitment
100 Church Street
New York, NY 10007
E-mail: recruitment@law.nyc.gov

For more information about the Law Department and the Commercial and Real Estate Litigation Division, please visit our website at www.nyc.gov/law.

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