

Albany Parking Authority

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PLEASE POST CONSPICUOUSLY
Thursday, December 9, 2021

TO: All City of Albany Departments & Divisions
SUBJECT: Notice of Job Opening – **Legal Internship 2022**

The **Albany Parking Authority** has one (1) vacancy for **a Legal Intern** at a rate of **\$18.50 - \$20.50 per hour, commensurate with experience** for at least 16 hours per week.

Applicants must meet the requirements as outlined in the attached job description.

Anyone who is interested in applying for the position will need to visit the City of Albany Civil Service Employment Portal to apply online. <http://jobs.albanyny.gov>.

Section 62-1 of Chapter 62 of the Code of the City of Albany (Residency Requirement) is not a requirement for the position.

PLEASE POST UNTIL
Friday, January 14, 2022

An Equal Opportunity Employer

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Albany Parking Authority

Winter 2022/Spring 2022 Legal Internship

The Albany Parking Authority is seeking one (1) paid legal intern for the Winter 2022/Spring 2022 semester. This position will allow the intern to learn the scope of an in-house counsel's role and assist counsel on daily tasks as well as longer term projects, both research based and practical projects.

Organization

The Albany Parking Authority is a component unit of the City of Albany, New York, established in 1983, with a mission to provide convenient and affordable parking in support of economic development in the City of Albany. We seek a legal intern to work alongside staff on a broad range of policy, research, and litigation initiatives. The Authority is an equal opportunity employer that values diversity at all levels.

Responsibilities

This position will provide transactional assistance to the General Counsel of the Authority in the performance of its tasks, with a focus on Public Authority matters including but not limited to; Local and State regulatory agency compliance, customer grievances, employee grievances, disciplinary hearings, collective bargaining unit negotiations, EEO and human rights matters, FOIL requests, vendor contracts and other Authority endeavors. All intern duties will be supervised by the General Counsel of the Authority. Responsibilities include:

- conducting legal research, updating master contract lists, preparing in-house legal memoranda and drafting and reviewing contracts, leases, grant agreements, and other legal documents.
- assisting General Counsel with advising on employment matters and employment benefits systems, ensuring compliance with employment laws, reviewing employment materials, and assisting with employment-related claims.
- assisting General Counsel with conducting and documenting Board Meetings and maintaining the organizations' good standing with the Authorities Budget Office and the State Comptroller.

Qualifications

2L or 3L students and law school graduates who are enrolled in graduate law programs (e.g., L.L.M. programs) may apply. All students must be in good academic standing. Leadership capability, initiative, and exceptional verbal and written advocacy and communication skill are essential. An interest in public authority or local governmental law is a plus.

Compensation

The rate of pay for this internship shall be \$18.50 - \$20.50 per hour, commensurate with experience.

Work Schedule

Note: Work hours are flexible according to school schedules, but we request a commitment of at least 16 hours/week during normal business hours (Monday through Friday, 8AM to 4PM).

Application

If you are interested in a Winter 2022/Spring 2022 internship, please submit your application **by January 14, 2021** through the City of Albany Civil Service Employment Portal: <http://jobs.albanyny.gov>.