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August 19, 2008

Professor Nancy Maurer  
Co-Director, Albany Law Clinic & Justice Center  
Albany Law School  
80 New Scotland Avenue  
Albany, New York 12208

RE: Field Placement Program

Dear Professor Maurer:

The City of Albany Corporation Counsel is interested in the Field Placement Program at Albany Law School. Prior to the City of Albany Corporation Counsel's office being added to the list of agencies or departments participating in the Field Placement Program, you requested additional information. Please find responses to your inquiry.

1). A brief statement about your office generally:

The office of the Corporation Counsel acts a chief attorney for the City of Albany and as legal advisor to the Mayor, the Common Council as well as other officers, boards and commissioners of the City. In addition, the office is charged with all legal business of the City and its agencies. More specifically, the Corporation Counsel is responsible for drafting ordinances and resolutions for the Common Council, prosecuting traffic and parking infractions, code enforcement violations, and preparing all contracts. The Corporation Counsel is involved in licenses, leases, deeds and easements. Our office is involved in labor negotiations with Union memberships. The office also deals extensively in land use area, as attorney for the Board of Zoning Appeals, Albany Planning Board, and the Historic Resources Commission. Also, the Corporation Counsel defends all civil actions brought against the City, its departments, boards and officers acting in their official capacity. The Corporation Counsel appears on matters in City Court, County Court, Supreme Court, Appellate Division and Court of Appeals cases, as well as the United States Federal Court, Northern District of New York and Second Circuit.

There are nine (9) attorneys in the office of the Corporation Counsel. The Corporation Counsel, John J. Reilly; Deputy Corporation Counsel, Tara B. Wells and seven (7) Assistant Corporation Counsel. Eight (8) of the nine (9) attorneys are graduates of Albany Law.

Professor Nancy Maurer  
August 19, 2008  
RE: Field Placement Program  
Page -2-

- 2). A description of the experiences law students are likely to have at your office, including the types tasks students may perform:

Any law student assigned to City of Albany Corporation Counsel will be *interacting* with the daily work of the attorneys and be working on substantive legal issues. Some specific examples of the tasks law students may be required to perform are:

- assist in trial preparation and oral arguments
- research and drafting of Summary Judgment motions
- researching and drafting legal memoranda of the political issues of the day
- assisting attorneys with depositions and 50-h hearings
- prosecuting traffic matters, attending Board meetings and Common Council meetings and drafting legal analysis

- 3). Any special requirements you have for student selection:

A writing sample from the candidates would be helpful (not required). In addition, Corporation Counsel would prefer those candidates that are willing to commit to two (2) semesters.

- 4). Website for further information:

[www.albany.ny.org/government/department/law](http://www.albany.ny.org/government/department/law)

- 5). Anything else that you think would be helpful or informative:

The Corporation Counsel office deals with any and all issues affecting the City of Albany and as such, the vast and differing legal issues of the day are so that the office is extremely diverse in practice. The involvement that the Corporation Counsel has with the Mayor's office and other leaders of the community, provide for an environment that is politically engaging.

- 6). Additional information about the attorneys who will directly supervise:

*See attached.*