

## **Legal Intern**

The City of Watervliet is seeking a legal intern to work under the direction of the Corporation Counsel. Please find below the responses to request for further information.

1. Description of Practice – The City of Watervliet legal department consists of the corporation counsel, PT paralegal and PT secretary as well as contracted attorney support for areas such as zoning and assessment dispute. The office provides legal assistance and guidance to Mayor, City Council and General Manager; coordinates, initiates and defends actions and proceedings involving the City of Watervliet, negotiates and prepares legal documents such as contracts, agreements, deeds, leases, etc. as well as collective bargaining agreements and other labor matters. The office also develops and assists in the drafting of proposed legislation, rules, regulations, policies, etc. for City programs and operations and reviews information and actions of other governments to assess the impact on the City. The corporation counsel also represents the City in Traffic Court, and is Counsel to various municipal Boards (planning, zoning, assessment review).

2. The responsibilities of the intern will include:

- Municipal and Labor Law Research
- Preparing documents such as Legal Opinions, Public Nuisance Law Complaints, Building Code Complaints
- Participating in Traffic Court Plea Bargain and Prosecution
- Participating in Building Code Enforcement Prosecution
- Participating in City Counsel, Planning Board and Zoning Board of Appeals meetings

3. There are no special requirements for intern

4. The city web site is [www.watervliet.com](http://www.watervliet.com)