

**PLACEMENT NAME:**

NYS Department of State, Office of Counsel

**1) A brief statement about your office generally (e.g., mission, jurisdiction, size, nature of practice, etc.)**

As the oldest and one of the most diverse State agencies, the New York Department of State performs many important governmental services through its many programs, including business and licensing, corporations, coastal resources, fire protection, athletic commission, community services and local government.

**2) A description of the experiences law students are likely to have at your office, including the types tasks a student may perform.**Coastal Management Program

Under the supervision of a coastal or local government attorney, students will conduct legal research and prepare memoranda on selected environmental law topics, including the federal Clean Air Act and Coastal Zone Management Act. Students may participate in meetings, review grant applications and local waterfront revitalization plans. Depending on the issues confronting the Department of State, students may have the opportunity to assist with legal research and the drafting of briefs for relevant court proceedings.

Corporations

Under the supervision of a Division of Corporations attorney, students will perform tasks such as conducting legal research and drafting memoranda involving all aspects of corporate law, such as venue issues, pre-incorporation consents-comparative analysis, blue sky filing requirements, corporate dissolutions, defunct but not dissolved corporations under Article 10 of the Business Corporation Law and not-for-profit corporations.

General Practice/Special Projects

Under the supervision of an attorney within the Office of General Counsel, over the course of the summer, students will be assigned various legal projects in areas such as: Licensing Appeals, by assisting the Secretary of State in researching and drafting appeal decisions; Sports Regulation and Contracts, through legal services conducted on behalf of the State Athletic Commission; and the Community Services Block Grant Program, a federal block grant providing anti-poverty funds administered by the Division of Community Services. In addition, the special projects intern may be called upon to conduct research and draft memoranda on time-pressured current issues at the request of the Governor's Office, Secretary of State, General Counsel or Principal Attorney. This will be a writing and research intensive internship experience.

Legislation

Under the supervision of a litigation attorney, students will review disciplinary cases filed against licensed individuals, including real estate brokers, private investigators, security guards and real estate appraisers. Students will draft complaints, participate in discovery, and may have the opportunity to present cases at an administrative hearing. Additionally, students will draft memoranda on inter-agency appeal to the Secretary of State.

## Local Government

Under the supervision of a municipal attorney, students will work on a variety of local government related projects involving land use planning and zoning, fire protection and building codes. Students will conduct legal research and prepare memoranda on current issues affecting local governments. Students may have the opportunity to attend meetings and participate in policy making decisions on behalf of local governments.

## Office of Administrative Hearings

An administrative law judge will supervise law students in reviewing transcripts and exhibits from adjudicatory hearings, researching relevant licensing and administrative statutes, and preparing draft opinions. Students will have the opportunity to observe adjudicatory hearings.

### **3) Any special requirements you have for student selection (e.g., writing sample, class standing, experience, third year students only, background check, etc.)**

The Department of State requires the submission of a copy of the student's most recent law school transcript, a resume, a writing sample and a cover letter.

### **4) Other information you would like posted on the field placement website about your office and student opportunities.**

The Department of State also offers law students unpaid summer internship opportunities.