

**OFFICE OF CORPORATION COUNSEL  
CITY OF SYRACUSE**

<b>Address:</b>	Office of the Corporation Counsel, 300 City Hall 233 East Washington Street Syracuse, NY 13202
<b>Telephone:</b>	315-448-8400
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<b>Placement Supervisor(s):</b>	Catherine Carnrike – Assistant Corporation Counsel
<b>Email Address(s):</b>	<a href="mailto:ccarnrike@ci.syracuse.ny.us">ccarnrike@ci.syracuse.ny.us</a>
<b>Time Requirements:</b>	<u>Academic Year:</u> Average 12 hours / week preferred but will consider 8 hours / week. <u>Summer:</u> Average 21 hours / week minimum.
<b>Position Requirements:</b>	None
<b># of Externs per Academic Year:</b>	2 – 3
<b>Summer Participation:</b>	Yes
<b># of Externs per Summer:</b>	2 – 3
<b>Website:</b>	<a href="http://www.syracuse.ny.us/deptLaw.asp">http://www.syracuse.ny.us/deptLaw.asp</a>
<b>Special Note(s):</b>	N/A

The City of Syracuse Law Department (also know as the Office of the Corporation Counsel) represents the City as well as its agencies and departments and the Syracuse City School District in a variety of matters comparable to those handled by a major law firm. Due to the growth in both number and variety of legal matters handled, a unit system has been developed for the office. A potential extern should identify a unit or units that handle areas in which he or she would like to gain experience.

The Housing Unit enforces the City’s Housing Code and works with various City Departments to improve the City’s housing stock. The Tax Certiorari Unit handles all tax certiorari proceedings including assessment procedures and small claims and advises the Assessment Department and Common Council on all real property tax matters. An Environmental Unit handles issues that arise in the areas of solid waste, public power, and asbestos. The Litigation Unit represents the City’s interest in litigation in areas including torts, contracts, and civil rights. It also handles workers compensation, labor grievance and human rights cases and processes freedom of information requests. The Real Estate Unit represents the City’s interest in various development projects. This Unit also does all closing work required by the City and the Syracuse Urban Renewal Agency and assists the Syracuse Industrial Development Agency. Finally, an attorney is assigned to advise the Common Council and to represent the City before the Board of Zoning Appeals and the Planning Commission.

Externship work in a specific Unit may not be available at all times. The majority of assignments are generated by the Litigation and Housing Units.