

**OFFICE OF CORPORATION COUNSEL  
CITY OF UTICA**

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| <b>Address:</b>                        | Department of Law<br>1 Kennedy Plaza<br>Utica, New York 13501  |
| <b>Telephone:</b>                      | 315-792-0171   |
| <b>Fax:</b>                            | N/A  |
| <b>Placement Supervisor(s):</b>        | John P. Orilio, Assistant Corporation Counsel  |
| <b>Email Address(s):</b>               | <a href="mailto:jorilio@cityofutica.com">jorilio@cityofutica.com</a>   |
| <b>Time Requirements:</b>              | <u>Academic Year:</u> Either Average 12 hours / week or Average 8 hours / week.<br><u>Summer:</u> Average 21 hours / week minimum. |
| <b>Position Requirements:</b>          | None   |
| <b># of Externs per Academic Year:</b> | 3  |
| <b>Summer Participation:</b>           | Yes  |
| <b># of Externs per Summer:</b>        | 2  |
| <b>Website:</b>                        | <a href="http://www.cityofutica.com/CorporationCounsel">http://www.cityofutica.com/CorporationCounsel</a>                          |
| <b>Special Note(s):</b>                | N/A  |

The City of Utica Law Department, also known as the Corporation Counsel's office, represents the City as well as its agencies and departments in a variety of matters comparable to those handled by a large law firm. The areas of law consist of Civil Rights litigation, contracts, codes enforcement, small claims, labor matters and torts. It also handles worker's compensation, labor relations and grievances, and processes freedom and information requests. The attorneys work with other offices of city government to include the Mayor's office, Zoning Board of Appeals, Planning Board, various City Departments and the Common Council.

A potential extern will be able to work in several of the areas identified in a wide range of cases which will include interviewing witnesses, assisting with depositions, attending trials, preparing legal memoranda, jury instructions and conducting legal research.