



Fall 2018-Spring 2019 Legal Internships Statewide Volunteer Law Students

The New York State Office of the Attorney General (“OAG”) has internship positions for volunteers or externships for course credit open for the 2018-19 academic year for second and third-year law students, as well as evening students who have completed at least three (3) semesters. These positions are available statewide within the Divisions of Criminal Justice, Economic Justice, Social Justice, State Counsel, Appeals and Opinions, and the Regional Offices. Law students will have the opportunity to assist attorneys in all phases of their work including but not limited to: legal research; drafting of briefs, memos and pleadings; document review; responding to discovery requests; preparing for depositions and trials; and performing some clerical work.

Students selected for an internship or externship with the OAG will be assigned to one of the bureaus in the main offices in Manhattan or Albany, or to one of our smaller regional offices located in Binghamton, Brooklyn, Buffalo, Harlem, Hauppauge, Mineola, Plattsburgh, Poughkeepsie, Rochester, Syracuse, Utica, Watertown or White Plains. Applicants should only apply for those bureaus and/or regional offices of interest to them. Location preferences will be honored; however, bureau assignment may ultimately be made based upon the needs of the office. For more information about the work of a particular bureau or regional office, please visit the Divisions and Media Center sections of our website.

Students usually commit to work part-time (15 hours/week) but additional hours may be available. Applicants are asked to indicate their availability in their cover letters. We encourage applicants to confer with their financial aid offices and public interest/public service career advisors for information regarding funding available for internships with a government agency such as the OAG.

How To Apply

The following section provides detailed information about the application process and application requirements. Please review the complete list of instructions prior to preparing and submitting your application materials online.

- Applications for the fall/spring 2018-19 semesters are being received online. To apply, please click on the reference number for the bureau or regional office of interest to you in the table listed above; applicants will be taken to the online application page for that particular intern position.
- Please apply to no more than five (5) bureaus/regional offices.
- Applications are submitted separately for each bureau/regional office, and an applicant's candidacy for each application is determined separately by each bureau/regional office.

The following documents are required for each application that is submitted:

(Click on the document name to learn more)

Cover Letter

1. Please address to Sandra Jefferson Grannum, Esq., Bureau Chief, Legal Recruitment.
2. If applying to multiple bureaus/regional offices, we recommend that you submit the same cover letter for **each application**, ranking those bureaus/regional offices in order of your preference. Indicate in your cover letter whether there are any work-study funding or other deadlines related to your candidacy.
3. Please indicate your availability.

Resume

List of three (3) references.

1. Only submit professional (i.e., supervisor or professor) references.
2. Indicate your professional relationship to each reference.
3. Include contact information and email addresses for each reference.

Transcript

1. Unofficial transcript is acceptable.

Writing Sample

1. Submit any piece of legal writing that demonstrates your ability to analyze legal issues in a clear and
2. concise manner, as well as your advocacy and grammatical skills. For example, an advisory opinion, memorandum of law in support of a motion, or appellate brief would be acceptable.

Failure to submit a complete application will delay the consideration of your candidacy.

Please allow at least three (3) business weeks for your application to be processed and reviewed by the hiring bureau/regional office. After three (3) weeks, to request a status update, [please click here](#).

If you have questions about a position with the OAG, the application process or need assistance with submitting your application, please contact the Legal Recruitment Bureau via email at recruitment@ag.ny.gov.