



## Legal Recruitment Bureau

### **Paid Opportunity** **2019 Fall Legal Intern Program - Statewide** **FALL\_LAW\_STW\_2019**

**The application deadline is July 12, 2019**

The New York State Office of the Attorney General (OAG) is one of the largest public-interest law firms in the country. The Attorney General, along with her staff of 650+ attorneys, are charged with guarding the legal rights of New York's 19.84 million residents, its organizations, and its natural resources, as well as defending actions and proceedings on behalf of the state and advising the Executive branch of state government. To further the spirit of this mission, the OAG is committed to increasing diversity and inclusion at all levels of its hiring.

Beginning with the 2019 fall semester, the OAG will commence a part-time, paid program (internship) for rising second and third year law students and rising third or fourth year evening law students who demonstrate an interest in pursuing a legal career in public service, government and/or law enforcement. The OAG is seeking hardworking and talented interns who have excellent legal research and writing skills; fluency in other languages (e.g., Spanish, Mandarin, Russian, Korean, etc.) in addition to English is a plus, but not required. Applicants are encouraged to learn more about the OAG prior to submitting their application by reviewing the information regarding the Bureaus, Regional Offices and the press releases on our public website.

#### **Internship Experience**

- Placements will be available statewide within the Divisions of Criminal Justice, Economic Justice, Social Justice, State Counsel, Appeals and Opinions, Regional Affairs and Executive.
- Law students selected for the internship will be assigned to one of the bureaus in the main offices



#### **OAG Employment Opportunities**

Please click one of the buttons below to view the jobs that are available for the indicated position type.

**Attorneys**

**Investigators**

**Other Professional & Legal Support Positions**

**Law Students**

**Undergraduate & Graduate Students**

in either Manhattan or Albany, or to one of the smaller regional offices.

- Selected law students will 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 hired for the internship will benefit from a hands-on learning experience and an exciting and dynamic professional environment where staff are working on innovative and impactful cases.
- A key objective will be for students to finish the internship with a professional writing sample.

### Program Details

- Applications will be received online from June 17- July 12, 2019;
- For the 2019 fall semester, law students will be hired to work as legal aides at the hourly rate of \$17.39;
- Students selected for the internship will commit to work for 10-12 weeks, 15-20 hours per week during regular business hours;
- Students selected for the fall internship will receive offers by mid-August;
- Student hired for the fall internship must be available to start their placements on or before the week of September 16, 2019;
- Location preferences will be honored; however, bureau assignments will be made based upon the needs of the OAG;
- Applicants must be available to meet in person or by video conference for interviews during July and early August;
- Applicants must be eligible to be employed in the U.S.;
- Applicants must be full-time day or evening students in good academic standing as defined by their law schools; and
- Applications from first year law students or first or second year evening students will not be considered.

### Fellowship & Volunteer Attorney Opportunities

Candidates from diverse backgrounds are encouraged to apply. The OAG is an equal opportunity employer and is committed to workplace diversity.



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### How To Apply

**The following section provides detailed information about the application process and application requirements for the internship. Please review the complete list of instructions prior to preparing and**

**submitting your application materials online.**

- Applications are being received online. To apply, please click on this link: [FALL LAW STW 2019](#); applicants will be taken to the online application page for this position.
- The application deadline is **July 12, 2019**. To be considered, all application materials must be received by this date.
- **The following documents are required for the internship:**
- Applicants must submit an online [Statement of Interest Form](#) that is available by [clicking here](#).
- [Cover Letter](#) (*You may address your letter to Legal Recruitment*)
- [Resume](#)
- **List of three (3) [references](#)**

-Only submit professional (i.e., supervisor or professor) references

-Indicate your professional relationship to each reference and the start and end dates of your supervisory relationship

-Include contact information and email addresses for each reference

- [Transcript](#)
- Unofficial transcript is acceptable
- [Writing Sample](#)

-Submit any piece of legal writing that demonstrates your ability to analyze legal issues in a clear and 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 and may preclude consideration of your candidacy.**
- Please allow at least two to three (2-3) business weeks for your application to be processed and reviewed by the hiring committee. After this time period elapses, 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](mailto:recruitment@ag.ny.gov).

