



Legal Recruitment

**Division of Criminal Justice
Conviction Review Bureau
Law Student Externship – New York City
Reference No. CRB_EXT/LS_FA/SP_2019-20**

[The Conviction Review Bureau](#) (CRB) of the New York State Office of the Attorney General has externships available during the fall semester for law students. The CRB is a statewide initiative to address issues related to wrongful convictions across New York State.

The Bureau's mandate is to help New York's criminal justice system maximize its ability to review and address claims of actual innocence. Interested students must receive course credit for their work at the CRB as part of an independent study or externship program. Applicants must be able to work **a minimum of fifteen (15) hours/week** during the academic year and commit to an externship of at least a semester in length.

Selected law students will assist attorneys in all phases of their work including, but not limited to:

- Review of complaints received;
- Online and legal research;
- Responding to complaints received; and
- Performing some clerical work.

Law students hired for the externship will benefit from a hands-on learning experience and an exciting and dynamic professional environment where staff are working on innovative and impactful cases. If appropriate, law students may finish the externship with a professional writing sample.

At the time of hire, students are required to provide written confirmation from their schools indicating their acceptance into an externship program or an approved independent study. Additionally,



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**

this confirmation must indicate the appropriate externship contact at their school along with the parameters of the placement, including the employer's responsibilities and the required minimum/maximum work hours to be completed. U.S. citizenship and NYS residency are not required.

How To Apply

Applications are being received online. To apply, please click the link: [CRB EXT/LS FA/SP 2019-20](#)

Applicants will be taken to the online application page and must be prepared to submit a complete application consisting of the following:

- [Cover Letter](#)
 - You may address to Legal Recruitment.
 - Indicate in your cover letter whether there are any deadlines related to your candidacy.
 - Please indicate your availability.
- [Resume](#)
- [List of three \(3\) references](#)
 - Only submit professional (i.e., supervisor or professor) references.
 - Indicate your professional relationship to each reference.
 - Include contact information and email addresses for each reference.
- [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 the consideration of your candidacy.**

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

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.





Subscriber Services:

[Manage Preferences](#)

[Unsubscribe All](#)

[Subscription Help](#)

This email was sent to info@wbasny.org using GovDelivery Communications Cloud on behalf of: New York State Office of the Attorney General · The Capitol · Albany, NY 12224-0342

