



Legal Recruitment

**Executive Division
Office of the General Counsel – New York City
Paid, Part-Time Law Student Internship
Reference No.
EXEC/OGC_NYC_PLS_FA/SP_2019-20**

The Office of the General Counsel (OGC) in the Executive Division of the New York State Office of the Attorney General (OAG) is seeking applications from law students for a part-time, paid internship.

The Executive Division maintains the functions of the OAG and, in addition to the OGC, includes the Senior Leadership Team, Chief Deputy Attorneys General (CDAGs), the Solicitor General, and the directors of Communications, Intergovernmental Affairs, Legislative Affairs, and Research & Analytics. The Executive Division's responsibilities include policy development, public relations, community outreach, research and analytics, drafting proposed legislation, monitoring legislation that affects the OAG, and the day-to-day administration of the Office.

The OGC intern will assist the OAG Records Access Officer with responding to requests from the public for copies of OAG records. Such requests are subject to the Freedom of Information Law (FOIL), which pertains to the public's right to access government records. Duties may include, but not are limited to communicating with OAG staff who may have responsive records or searching OAG stored archives for records; gathering and evaluating OAG records to ensure responsiveness to the request; and logging all FOIL requests and tracking their status through completion. The position involves handling sensitive information and requires the selected candidate to maintain the highest degree of confidentiality.

This is a paid position for 15 hours per week. The candidate selected for this position must be eligible to be

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OAG Employment Opportunities

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Attorneys

Investigators

Other Professional & Legal Support Positions

Law Students

Undergraduate & Graduate Students

employed in the U.S. and a full-time law student in good academic standing, as defined by their school. The selected candidate will be hired as a legal aide at the rate of \$17.39/hour. Candidates must be available to work for at least a semester.

How To Apply

Applications are being received online. To apply, please click the link: [EXEC/OGC NYC PLS FA/SP 2019-20](#)

Applicants must be prepared to submit a complete application consisting of the following:

- **Cover Letter**
 - Please address to Legal Recruitment.
 - Please indicate your availability and preferred work schedule.
- **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.
- **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.

Please note: Failure to submit a complete application will delay the consideration of your application.

If you have questions regarding a position with the OAG and the application process or you need assistance with submitting your application, please contact the Legal Recruitment via email at recruitment@ag.ny.gov or phone at 212-416-8080.

For more information on our Office, please visit our website: www.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.





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