



Legal Recruitment

Summer 2020 Paid Program Statewide Paid Opportunities for Law Students

The application deadline is March 20, 2020

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.

During the summer of 2020, the OAG will commence a full-time, paid program for law students who demonstrate an interest in pursuing a legal career in public service, government and/or law enforcement. There is limited funding for this program and the OAG's goal is to provide hands-on learning opportunities to as many law students as possible during the Summer 2020 Program.

We know that a number of law schools guarantee summer funding for students seeking public interest/service placements. We encourage you to confer with your school's public interest/service career advisors or financial aid office for more information about available funding for public interest/service placements with a government agency, such as the OAG, and to consider applying for a Summer Public Service Fellowship at the OAG instead. Please [click here](#) to view the OAG's Summer 2020 Public Service Fellowship posting.

The OAG is seeking hardworking and talented law students 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 applications by visiting [the Divisions and Bureaus and Media](#)



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**

sections of the OAG website.

Summer Program Experience

- Opportunities are available as indicated in the table provided below within the Divisions of Criminal Justice, Economic Justice, Social Justice, State Counsel, Appeals and Opinions, Regional Affairs and Executive.
- Law students selected for the program will be assigned to one of the divisions/bureaus in the main offices in either Manhattan or Albany, or to one of the smaller regional offices. The practice area of a bureau is generally reflected in its name.
- The regional offices are full-service locations handling civil and criminal matters as well as state counsel matters in defense of New York State.
- Selected law students assist attorneys in all phases of their work including, but not limited to legal research; drafting briefs, memos and pleadings; document review; responding to discovery requests; preparing for depositions and trials; and performing some clerical work. **A key objective is for law students to finish the summer with a professional writing sample.**
- Students hired for the summer benefit from a hands-on learning experience and an exciting and dynamic professional environment where staff are working on innovative and impactful cases.

Summer Program Details

- **First year law students (1Ls) should not submit applications before December 1, 2019 AND only after they have received their first semester grades.**
- Law students hired for the program will work full-time (37.5 hours/week) for the 8 weeks of the program.
- Law students will be hired as legal aides and paid the current hourly rate of \$17.39. [\[1\]](#)
- The program will run from June 1 – July 24, 2020. Students hired for the program must be available to work during these dates and for the entire 8 weeks of the program.
- Applications will be accepted online and positions will be filled on a rolling basis.
- Law students should only apply for those bureaus and/or regional offices that are of interest to them. Location preferences will be honored; however, bureau assignments may ultimately be made based upon the needs of the OAG.
- Applicants must be available to meet in person or by video conference for interviews.
- Applicants must be eligible to be employed in the U.S.
- To be eligible, applicants must be full-time day or evening students in good academic standing as defined by their law

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.



schools.

The bureaus and regional offices offering paid opportunities during the summer are as follows:

Paid Opportunities in Albany, NY

- Appeals & Opinions
- Civil Recoveries
- Claims
- Division of Criminal Justice (*Selected students will work with attorneys from the Organized Crime Task Force and the Criminal Enforcement & Financial Crimes Bureaus*)
- Division of Social Justices (*Selected students will work with attorneys from the Charities & Health Care Bureaus*)
- Environmental Protection
- Litigation
- Sex Offender Management

Paid Opportunities in Buffalo, NY

- Buffalo Regional Office
- Division of Criminal Justice (*Selected students will work with attorneys from the Organized Crime Task Force, Criminal Enforcement & Financial Crimes and Public Integrity Bureaus*)
- Environmental Protection

Paid Opportunities in New York City

- Brooklyn Regional Office
- Harlem Regional Office
- Antitrust
- Appeals & Opinions
- Charities
- Civil Rights
- Claims
- Consumer Frauds
- Division of Criminal Justice, Legal Counsel (*Selected students will work with Division's Legal Counsel and the Conviction Review Bureau*)
- Division of Social Justice (*Selected students will work with attorneys from the Civil Rights & Labor Bureaus*)
- Environmental Protection
- Executive Division
- Health Care
- Housing Protection Unit
- Internet & Technology
- Investor Protection
- Labor
- Litigation

- Medicaid Fraud Control
- Office of General Counsel
- Public Integrity
- Real Estate Finance
- Sex Offender Management
- Special Investigations & Prosecutions Unit
- Taxpayer Protection

Paid Opportunities in Other Regional Office Locations

- Binghamton Regional Office
- Division of Criminal Justice (Syracuse, NY) *(Selected students will work with attorneys from the Organized Crime Task Force, Criminal Enforcement & Financial Crimes and Public Integrity Bureaus)*
- Medicaid Fraud Control (Hauppauge, NY)
- Nassau Regional Office (Mineola, NY)
- Plattsburgh Regional Office
- Poughkeepsie Regional Office
- Real Property (Hauppauge, NY)
- Rochester Regional Office
- Sex Offender Management (Syracuse, NY)
- Syracuse Regional Office
- Utica Regional Office (Utica, NY)
- Watertown Regional Office
- Westchester Regional Office (White Plains, NY)

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 summer paid opportunities are being received online. To apply, please visit our careers website: <http://www.ag.ny.gov/job-postings>.
- **REMINDER: A number of law schools guarantee summer funding for students seeking public interest/service placements. Before applying for this opportunity, we encourage applicants to confer with their school's public interest career advisors or financial aid offices for information about available funding for public interest/service placements with a government agency such as the OAG. Please [click here](#) to view to the OAG's Summer 2020 Public Service Fellowship posting.**
- 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 application deadline is **March 20, 2020**, but please note that positions will be filled on a rolling basis.
- **The following documents are required for each application that is submitted:** *(Click on the document name to learn more)*
 - **Cover Letter**
 - Please address to Legal Recruitment.
 - 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 deadlines related to your candidacy.
 - **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**
 - An unofficial transcript is acceptable.
 - 1Ls: a college transcript will not satisfy this requirement. **1Ls must wait to apply until after they have received their first semester grades.**
 - **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.**
- 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 Legal Recruitment at recruitment@ag.ny.gov.



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