



Executive Division
Counsel's Office – New York City
Volunteer Law Student Intern
Job Posting Code: EXEC/CO_NYC_VLS_2015-16

The **Executive Division** of the Office of the New York State Attorney General (OAG) is seeking talented second or third-year law students for part-time volunteer internships or externships for course credit in its New York City office. *This position is unpaid.*

Employing over 1,700 people across New York State, the OAG is both the “People's Lawyer” and the State's chief legal officer. The OAG serves all New Yorkers in numerous legal and regulatory arenas, including vigorously protecting the rights of investors and consumers, coordinating state-wide criminal investigations, promoting economic and social justice, encouraging harm reducing public health strategies, and preserving the State's environment. The OAG also advises the Executive branch of State government and defends actions and proceedings on behalf of the State.

Law students are needed to assist attorneys in all phases of their work including but not limited to legal research, drafting of briefs, memos and pleadings, document review, obtaining records from clients, responding to discovery requests, preparing for depositions and trials, and performing some clerical work. The Executive Division is seeking bright, hard-working students who are committed to public service with excellent legal research, writing and analytical skills to assist with investigations, litigation, policy proposals, legislative matters and outreach programs; fluency in other languages (e.g., Spanish, Mandarin, Russian, Korean, etc.) in addition to English is a plus, *but not required.*

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

HOW TO APPLY

Applications are being received online. To apply, please visit our careers site: <http://ag.ny.gov/job-postings>.

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

- **Cover Letter** (*You may address to Sandra Jefferson Grannum, Esq., Bureau Chief, Legal Recruitment*)
- **Resume**
- **List of three (3) references with contact information and email addresses**
- **Most recent transcript** (*unofficial is acceptable*)
- **Writing Sample**

Please indicate in your cover letter whether you are applying for the Fall, Spring, and/or Summer semester(s).

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

For questions about the internship opportunity, the application process, or assistance with submitting your application, please contact the Legal Recruitment Bureau via email at recruitment@ag.ny.gov.

**Please note that positions are filled on a rolling basis.*

For more information about the Office, please visit our website: www.ag.ny.gov.