



Division of Appeals and Opinions

Appellate Litigation Fellowship - College Graduate - New York City

Reference No. A&O_FEL_NYC_6012

The Office of the New York State Attorney General's [Division of Appeals and Opinions](#) is offering a two-year fellowship in government appellate litigation in its New York City Office. One fellowship is available. The Fellowship is a compensated, full-time position for a college graduate who is considering whether to pursue a career in law. A commitment through June 2018 is required.

The Division of Appeals and Opinions handles appeals by and against the State of New York in all state and federal appellate courts. Cases cover a wide range of issues, including constitutional and statutory public-law issues, employment, civil rights, torts, and agency decision making. We are seeking a bright, dynamic, hard-working and motivated individual committed to public service. The selected Fellow will work closely with attorneys to prepare court documents and appellate records; finalize briefs, including highly detailed proofreading and cite-checking; organize case files; and provide relevant legal and office support. Fellows might also work on special projects for the Division and have the opportunity to draft legal documents.

Applicants must have a BA or BS degree. Excellent oral and written communication skills, hyper-attention to detail, organizational skills, and the ability to handle multiple tasks under pressure are also required. Experience in a legal setting is a plus, but not required as Fellows will receive extensive training. This Fellowship is also open to law school students with at least two (2) full years remaining in an evening law school program.

Candidates from diverse backgrounds are encouraged to apply.

The OAG is an equal opportunity employer and is committed to workplace diversity.

Review of applications begins immediately and will continue on a rolling basis. **Applications must be received no later than Monday, April 4, 2016 to ensure consideration.** The position requires an in-person interview at the New York City office. The Office does not pay travel, transportation, or relocation expenses.

HOW TO APPLY

Applications are being received online. To apply, please visit our website by clicking [here](#). Applicants must be prepared to submit a complete application consisting of the following:

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

- **Cover Letter (Please address to Sandra Jefferson Grannum, Esq., Bureau Chief, Legal Recruitment)**
- **Resume**
- **Writing Sample**
- **List of three (3) references with contact information and email addresses**
- **Transcript**

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

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 or phone at 212-416-8080.

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