

## Fall 2016/Spring 2017 Legal Internships - Statewide - Volunteer Law Students

The Office of the New York State Attorney General (“OAG”) has part-time internship positions for volunteers or externships for course credit open for the 2016/17 academic year for second and third-year law students.

These positions are available statewide within the Divisions of Criminal Justice, Economic Justice, Social Justice, State Counsel, Appeals and Opinions, and the Regional Offices.

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.

Students selected for an internship or externship with the OAG will be assigned to one of the bureaus in the main offices in Manhattan or Albany, or to one of our smaller regional offices located in Binghamton, Brooklyn, Buffalo, Harlem, Hauppauge, Mineola, Plattsburgh, Poughkeepsie, Rochester, Syracuse, Utica, Watertown or White Plains. Applicants should only apply for those bureaus and/or regional offices of interest to them. Location preferences will be honored; however, bureau assignment may ultimately be made based upon the needs of the office.

### The bureaus and regional offices seeking interns are as follows:

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| <b>Antitrust</b> (Manhattan)   | <b>Litigation</b> (Fed/State Defensive Lit.) (Albany)  |
| <b>Appeals &amp; Opinions</b> (Albany)                                 | <b>Litigation</b> (Fed/State Defensive Lit.) (Manhattan)                                       |
| <b>Appeals &amp; Opinions</b> (Manhattan)                              | <b>Medicaid Fraud Control Unit</b> (Albany)  |
| <b>Binghamton Regional Office</b>                                      | <b>Medicaid Fraud Control Unit</b> (Hauppauge)   |
| <b>Brooklyn Regional Office</b>  | <b>Medicaid Fraud Control Unit</b> (Manhattan)   |
| <b>Buffalo Regional Office</b>   | <b>Nassau Regional Office</b> (Mineola)  |
| <b>Charities</b> (Regulation of Non-Profit Organizations) (Albany)     | <b>Organized Crime Task Force</b> (Albany)   |
| <b>Charities</b> (Regulation of Non-Profit Organizations) (Manhattan)  | <b>Organized Crime Task Force</b> (Buffalo)  |
| <b>Civil Recoveries</b> (Recoups monies owed to NYS agencies) (Albany) | <b>Organized Crime Task Force</b> (White Plains)   |
| <b>Civil Rights</b> (Manhattan) (Spring Only)                          | <b>Plattsburgh Regional Office</b>   |
| <b>Claims</b> (Tort/Med Mal Lit.) (Albany)                             | <b>Poughkeepsie Regional Office</b>  |
| <b>Claims</b> (Tort/Med Mal Lit.) (Manhattan)                          | <b>Public Integrity</b> (Prosecution of Gov't Corruption) (Manhattan)                          |
| <b>Consumer Frauds</b> (Albany)  | <b>Public Integrity</b> (Prosecution of Gov't Corruption) (Albany)                             |
| <b>Consumer Frauds</b> (Buffalo)                                       | <b>Real Estate Finance</b> (Regulates Condos, Coops, Owners' Assocs., Timeshares) (Manhattan)  |
| <b>Consumer Frauds</b> (Manhattan)                                     | <b>Real Estate Finance</b> (Records)   |
| <b>Contract Approvals Unit</b> (Albany)                                | <b>Real Property</b> (Albany)  |
| <b>Conviction Review</b> (Manhattan)                                   | <b>Real Property</b> (Hauppauge)   |
| <b>Criminal Appeals &amp; Federal Habeas Corpus Bureau</b> (Manhattan) | <b>Rochester Regional Office</b>   |
| <b>Criminal Enforcement &amp; Financial Crimes</b> (Albany)            | <b>Sex Offender Management</b> (MHL, Art. 10) (Albany)   |
| <b>Criminal Enforcement &amp; Financial Crimes</b> (Manhattan)         | <b>Sex Offender Management</b> (MHL, Art. 10) (Buffalo)  |
| <b>Environmental Protection</b> (Albany)                               | <b>Sex Offender Management</b> (MHL, Art. 10) (Manhattan)                                      |
| <b>Environmental Protection</b> (Buffalo)                              | <b>Suffolk Regional Office</b> (Hauppauge)   |
| <b>Environmental Protection</b> (Manhattan)                            | <b>Syracuse Regional Office</b>  |
| <b>Executive</b> (Manhattan)   | <b>Taxpayer Protection</b> (Prosecution of fraud against NYS Government) (Manhattan)           |
| <b>Harlem Regional Office</b>  | <b>Tobacco Compliance</b> (Enforcement of Multistate Tobacco Settlement Agreement) (Manhattan) |
| <b>Health Care</b> (Albany)  | <b>Utica Regional Office</b>   |
| <b>Health Care</b> (Manhattan)   | <b>Watertown Regional Office</b>   |
| <b>Investor Protection</b> (Manhattan)                                 | <b>Westchester Regional Office</b> (White Plains)  |
| <b>Internet &amp; Technology</b> (Manhattan)                           |  |
| <b>Labor</b> (Manhattan)   |  |

## REQUIRED QUALIFICATIONS

- You are a bright, hard-working student
- You are committed to public service
- You have excellent legal research and writing skills
- You are good communicator with a great work ethic.

## DESIRED QUALIFICATIONS

- Fluency in other languages (e.g., Spanish, Mandarin, Russian, Korean, etc.) in addition to English is a plus.

**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 website [www.ag.ny.gov, Resources/Job Opportunities - Student Positions - Law Students](http://www.ag.ny.gov/Resources/Job%20Opportunities%20-%20Student%20Positions%20-%20Law%20Students). 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 note: Failure to submit a complete application will delay the consideration of your application.***

- **Indicate in the cover letter whether the application is for the Fall 2016 or Spring 2017.**
- Please apply to no more than 5 bureaus/regional offices. Applications are submitted separately for each bureau/regional office and applicants will be notified of the decision on each application.
- Upon submission of an application, you will have the opportunity to apply for other available openings in different bureaus/regional offices.
- 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.

**For more information about the work of a bureau or regional office, please visit the Divisions Section of our website: [www.ag.ny.gov](http://www.ag.ny.gov). For questions about the internship opportunities, the application process or assistance with submitting your application, please contact the Legal Recruitment Bureau via email at [Recruitment@ag.ny.gov](mailto:Recruitment@ag.ny.gov) or phone at 212-416-8080.**