



Fall 2016/Spring 2017 Legal Internships - Statewide Volunteer Undergraduate & Graduate 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 2016/2017 academic year for undergraduate and graduate 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. Students are needed to assist professional and support staff in all phases of their work including but not limited to: non-legal research; data entry; drafting of correspondence and memos; assisting with consumer complaint intake and mediation; and performing clerical tasks such as filing, answering telephones, scheduling meetings. We are seeking bright, hardworking students who are committed to public service and have excellent 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.

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 individuals who are selected for these positions must be full-time students. Interns commit to work part-time (15 hours/week).

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

Administrative Services (Manhattan)	Executive Office – Events (Manhattan)
Antitrust (Manhattan)	Executive Office – Research Section (Manhattan)
Appeals & Opinions (Albany)	Harlem Regional Office
Appeals & Opinions (Manhattan)	Health Care (Albany)
Binghamton Regional Office	Health Care (Manhattan)
Brooklyn Regional Office	Information Technology (Manhattan)
Buffalo Regional Office	Intergovernmental Affairs (Manhattan)
Charities (<i>Regulation of Non-Profit Organizations</i>) (Albany)	Internet (Manhattan)
Charities (<i>Regulation of Non-Profit Organizations</i>) (Manh.)	Investigations (Manhattan)
Civil Recoveries (<i>Recoups monies owed to NYS agencies</i>) (Albany)	Investor Protection (Manhattan)
Civil Rights (Manhattan)	Labor (Manhattan)
Claims (<i>Tort/Med Mal Lit.</i>) (Albany)	Legislative (Albany)
Claims (<i>Tort/Med Mal Lit.</i>) (Manhattan)	Legal Education and Program Development (Albany)
Consumer Frauds (Albany)	Legal Recruitment (Manhattan)
Consumer Frauds (Buffalo)	Litigation (<i>Fed/State Defensive Lit.</i>) (Albany)
Consumer Frauds (Manhattan)	Litigation (<i>Fed/State Defensive Lit.</i>) (Manhattan)
Contracts Approval Unit (Albany)	Medicaid Fraud Control Unit (Albany)
Conviction Review (Manhattan)	Medicaid Fraud Control Unit (Buffalo)
Criminal Appeals/Habeas Corpus (Manhattan)	Medicaid Fraud Control Unit (Hauppauge)
Criminal Enforcement & Financial Crimes (Albany)	Medicaid Fraud Control Unit (Manhattan)
Criminal Enforcement & Financial Crimes (Manhattan)	Medicaid Fraud Control Unit (Pearl River)
Environmental Protection (Albany)	Medicaid Fraud Control Unit (Rochester)
Environmental Protection (Buffalo)	Medicaid Fraud Control Unit (Syracuse)
Environmental Protection (Manhattan)	Nassau Regional Office (Mineola)
	Organized Crime Task Force (Albany)
	Organized Crime Task Force (Buffalo)
	Organized Crime Task Force (White Plains)

Plattsburgh Regional Office
Poughkeepsie Regional Office
Press Office (Manhattan)
Public Integrity (Prosecution of Government Corruption) (Albany)
Public Integrity (Prosecution of Government Corruption) (Manhattan)
Real Estate Finance (Regulates Condos, Coops, Owners' Assocs., Timeshares) (Manhattan)
Real Estate Finance – Records Section (Manhattan)
Real Property (Albany)
Real Property (Hauppauge)
Rochester Regional Office

Sex Offender Management (MHL, Art. 10) (Albany)
Sex Offender Management (MHL, Art. 10) (Manh.)
Suffolk Regional Office (Hauppauge)
Syracuse Regional Office
Syracuse-Division of Criminal Justice
Taxpayer Protection (Prosecution of fraud against NYS Government) (Manhattan)
Tobacco Compliance (Enforcement of Multistate Tobacco Settlement Agreement) (Manhattan)
Utica Regional Office
Watertown Regional Office
Westchester Regional Office (White Plains)

*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 - Undergraduate & Graduate](http://www.ag.ny.gov/Resources/Job%20Opportunities%20-%20Student%20Positions%20-%20Undergraduate%20&%20Graduate)

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 Fall 2016 or Spring 2017.
- Please apply to no more than five (5) bureaus/regional offices. Applications are being submitted separately for each bureau/regional offices.
- 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. If you have questions about the internship opportunities, 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.

**Positions are filled on a rolling basis.*