

## 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:

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|---|---|
| <b>Appeals &amp; Opinions</b> (Albany)  | <b>Investor Protection</b> (Manhattan)  |
| <b>Binghamton Regional Office</b>   | <b>Labor</b> (Manhattan)  |
| <b>Brooklyn Regional Office</b>   | <b>Legislative</b> (Albany)   |
| <b>Buffalo Regional Office</b>  | <b>Legal Education and Program Development</b> (Albany)   |
| <b>Charities</b> ( <i>Regulation of Non-Profit Organizations</i> ) (Albany)     | <b>Legal Education and Program Development</b> (Manhattan)  |
| <b>Charities</b> ( <i>Regulation of Non-Profit Organizations</i> ) (Manh.)      | <b>Legal Recruitment</b> (Manhattan)  |
| <b>Civil Recoveries</b> ( <i>Recoups monies owed to NYS agencies</i> ) (Albany) | <b>Litigation</b> ( <i>Fed/State Defensive Lit.</i> ) (Manhattan)                                       |
| <b>Claims</b> ( <i>Tort/Med Mal Lit.</i> ) (Albany)                             | <b>Medicaid Fraud Control Unit</b> (Hauppauge)  |
| <b>Claims</b> ( <i>Tort/Med Mal Lit.</i> ) (Manhattan)                          | <b>Medicaid Fraud Control Unit</b> (Manhattan)  |
| <b>Consumer Frauds</b> (Albany)   | <b>Nassau Regional Office</b> (Mineola)   |
| <b>Consumer Frauds</b> (Buffalo)  | <b>Organized Crime Task Force</b> (Buffalo)   |
| <b>Consumer Frauds</b> (Manhattan)  | <b>Organized Crime Task Force</b> (White Plains)  |
| <b>Conviction Review</b> (Manhattan)  | <b>Poughkeepsie Regional Office</b>   |
| <b>Criminal Appeals/Habeas Corpus</b> (Manhattan)                               | <b>Press Office</b> (Manhattan)   |
| <b>Criminal Enforcement &amp; Financial Crimes</b> (Albany)                     | <b>Public Integrity</b> ( <i>Prosecution of Government Corruption</i> ) (Albany)                        |
| <b>Criminal Enforcement &amp; Financial Crimes</b> (Manhattan)                  | <b>Public Integrity</b> ( <i>Prosecution of Government Corruption</i> ) (Manhattan)                     |
| <b>Environmental Protection</b> (Albany)  | <b>Rochester Regional Office</b>  |
| <b>Environmental Protection</b> (Buffalo)                                       | <b>Sex Offender Management</b> ( <i>MHL, Art. 10</i> ) (Albany)   |
| <b>Environmental Protection</b> (Manhattan)                                     | <b>Sex Offender Management</b> ( <i>MHL, Art. 10</i> ) (Manh.)  |
| <b>Executive Office – Events</b> (Manhattan)                                    | <b>Syracuse Regional Office</b>   |
| <b>Executive Office – Research Section</b> (Manhattan)                          | <b>Syracuse-Division of Criminal Justice</b>  |
| <b>Harlem Regional Office</b>   | <b>Taxpayer Protection</b> ( <i>Prosecution of fraud against NYS Government</i> ) (Manhattan)           |
| <b>Health Care</b> (Albany)   | <b>Tobacco Compliance</b> ( <i>Enforcement of Multistate Tobacco Settlement Agreement</i> ) (Manhattan) |
| <b>Health Care</b> (Manhattan)  | <b>Westchester Regional Office</b> (White Plains)   |
| <b>Information Technology</b> (Manhattan)                                       |   |
| <b>Intergovernmental Affairs</b> (Manhattan)                                    |   |
| <b>Internet</b> (Manhattan)   |   |

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

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](http://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](mailto:Recruitment@ag.ny.gov) or phone at 212-416-8080.**

*\*Positions are filled on a rolling basis.*