

OFFICE OF THE NEW YORK STATE ATTORNEY GENERAL

Division of Economic Justice - Real Estate Finance Bureau Undergraduate/Graduate Student Internship - New York City - Volunteer Reference No: REF_VUGS/ARC_NYC_2014

The Real Estate Finance Bureau of the Office of the New York State Attorney General ("OAG") has archiving internship positions for volunteers or externships for course credit open for undergraduate and graduate students during the academic year and summer. Students commit to work part-time for a minimum of 15 hours/week. This position is located in New York City.

Archiving interns will work closely with Real Estate Finance (REF) enforcement attorneys to translate documents including judgments and AODs (Assurance of Discontinuance). This archiving project is pertinent to the upcoming Electronic Filing System (EFS), currently in progress. This will reduce paper, move all processing of files in paper to the web, and make current processes more effective and efficient. This groundbreaking achievement is the first of its kind in real estate finance. EFS may blaze the trail for other offices across the nation in an effort to save time and money while sustaining the environment and staying current with advances in technology.

The archiving intern's responsibilities may include drafting reports, updating databases, organization of information, archiving records, and entering metadata. In addition, interns gain experience working with State government agency staff. In the past, interns have worked on records management projects. Interns are paired with professional staff in the office who work closely with them to provide mentoring, guidance and advice, thereby facilitating learning and performance.

The key qualifications we look for include a background in archiving; library science; real estate law; records management; effective writing and strong communication skills; knowledge of Microsoft Office Excel and Word; strong initiative; attention to detail; accuracy; neatness; conducting work in a timely fashion; ability to function in a deadline-driven environment; multitasking; and an interest in real estate.

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

Applications are being received online. To apply, please go to our website, www.ag.ny.gov, [Resources/Job Opportunities - Student Positions](#).

Applicants must be prepared to submit a complete application packet consisting of a cover letter (include **Reference No. NAS_VUGS/MED_2014**), resume, most recent school transcript (*unofficial is acceptable*), writing sample, and a list of three references with contact information. ***Please note: Failure to submit a complete application will delay the consideration of your application.***

For questions about a position with the OAG, the application process or assistance with submitting your application, please contact the Legal Recruitment Bureau via email at recruitment@ag.ny.gov or phone at 212-416-8080.