

# OFFICE OF THE NEW YORK STATE ATTORNEY GENERAL

## Division of Appeals and Opinions

### Appellate Litigation Fellowship - College Graduate - New York City

#### Reference No. A&O\_FEL\_NYC\_2015

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. Two fellowships are 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 2017 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 Fellows 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.

Applicants from diverse backgrounds are encouraged to apply. The Office 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 6, 2015 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.*

**Applications are being received online.** To apply, please go to our website, [www.ag.ny.gov, Resources/Job Opportunities - Student Positions - Undergraduate & Graduate](http://www.ag.ny.gov/Resources/Job_Opportunities_-_Student_Positions_-_Undergraduate_&_Graduate).

Applicants must be prepared to submit a complete application packet consisting of a **cover letter, resume, most recent transcript (unofficial is acceptable), writing sample, and a list of three references with contact information and email addresses.** You may address your cover letter to Sandra Jefferson Grannum, Esq., Bureau Chief, Legal Recruitment. ***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](mailto:recruitment@ag.ny.gov) or phone at 212-416-8080.**

\*Applications will be accepted until the position is filled.

**For more information about the Office, please visit our website:  
[www.ag.ny.gov](http://www.ag.ny.gov).**