



OFFICE OF THE NEW YORK STATE ATTORNEY GENERAL

All Divisions Volunteer Assistant Attorney General – Statewide

Opportunity for Attorneys and Recent Law School Graduates

The Office of the New York State Attorney General (“OAG”) is seeking bright, dynamic, hard-working, motivated attorneys to serve on behalf of the people of the State of New York as Volunteer Assistant Attorneys General (AAGs) within bureaus and regional offices throughout the state.

The ideal candidate must possess excellent writing, analytical and oral advocacy skills to assist our Assistant Attorneys General in all bureaus with the investigation and prosecution of affirmative cases and litigating defensive cases. Fluency in other languages (e.g., Spanish, Mandarin, Russian, Korean, etc.) in addition to English is a plus, but not required.

Applicants must either (1) be admitted to the New York State bar; (2) be awaiting admission to the New York State bar; (3) be awaiting New York State bar exam results; or (4) be preparing to sit for the next scheduled New York State bar exam. Applications from post-graduate law students (with or without funding from their law school) and deferred associates are accepted.

A Volunteer AAG has the opportunity to function as an AAG and, therefore, is vetted and approved as if an AAG. Applicants must reside in (or intend to soon become a resident of) New York State. In addition, the Public Officers Law requires that AAGs in the Office be citizens of the United States. Accordingly, *Volunteer AAG candidates who do not meet the citizenship and/or residency requirements will instead be designated “Volunteer Attorneys” and will function in the office as a law clerk as opposed to an AAG or Volunteer AAG.*

Our bureaus and their locations are as follows:

Antitrust (Manhattan)

Appeals and Opinions (Manhattan & Albany)

Charities (*Regulates Charities*) (Manhattan & Albany)

Civil Recoveries (*Recoups monies owed to state agencies*)
(Albany, Buffalo, Syracuse, Centereach, W. Haverstraw)

Civil Rights (Manhattan)

Claims (*Tort/Med Mal Lit.*) (Manhattan & Albany)

Consumer Frauds (Manhattan & Albany)

Conviction Review (Manhattan)

Crim. Appeals & Fed. Habeas Corpus (Manhattan)

Criminal Enforcement & Fin. Crimes (Manhattan
& Albany)

Environmental Protection (Manhattan & Albany)

Executive (Manhattan)

Health Care (Manhattan & Albany)

Investor Protection (Manhattan)

Internet (Manhattan)

Labor (Manhattan)

Legislative (Albany)

Litigation (*Fed/State Defensive Lit.*) (Manhattan & Albany)

Medicaid Fraud Control Unit (Manhattan, Albany,
Buffalo, Hauppauge, Pearl River, Rochester & Syracuse)
(*not currently accepting applications*)

Organized Crime Task Force (White Plains, Albany &
Buffalo)

Public Integrity (Manhattan)

Real Estate Finance (*Regulates Condos, Coops, Owners’
Assocs., Timeshares*) (Manhattan)

Real Property (Albany & Hauppauge)

Sexual Offender Management (*MHL, Art. 10*)
(Manhattan & Albany)

Taxpayer Protection (Manhattan)

Tobacco Compliance (Manhattan)

Our regional offices are located in **Binghamton, Brooklyn, Buffalo, Harlem, Suffolk (Hauppauge), Nassau (Mineola), Plattsburgh, Poughkeepsie, Rochester, Syracuse, Utica, Watertown and Westchester (White Plains)**. The regional offices are full-service locations that handle matters such as: consumer fraud complaints and mediations; consumer frauds and related criminal prosecutions; civil rights and labor law prosecutions; and the investigation and prosecution of environmental law violations. In addition, they handle State Counsel matters in defense of the state, its agencies and employees in lawsuits brought in state and federal courts.

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 go to our website, [www.ag.ny.gov/Resources/Job Opportunities - Volunteer Attorney Positions](http://www.ag.ny.gov/Resources/Job%20Opportunities%20-%20Volunteer%20Attorney%20Positions).

Applicants must be prepared to submit a **cover letter, resume, most recent school transcript (unofficial is acceptable), writing sample, and the contact information for three (3) references with email addresses**. Please address your cover letter to Sandra Jefferson Grannum, Esq., Bureau Chief, Legal Recruitment Bureau. ***Please Note: Failure to submit a complete application will delay the consideration of your application.***

- ◆ Applications are submitted separately for each bureau/regional office.
- ◆ Upon submission of an application, you will have the opportunity to apply for other positions in other 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 information 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.