



## 2025 Fall Paid Program

**Part-Time, Paid Placements for Law Students | Fall Semester Application Deadline is September 12, 2025\*\***

The Office of the New York State Attorney General (“OAG”) has paid, part-time placements available for the 2025 fall semester in specific bureaus and regional offices for second and third-year day law students, as well as evening law students who have completed at least three (3) semesters. We are seeking applicants who demonstrate an interest in public service, government, and/or law enforcement.

OAG is seeking hardworking and talented law students who have excellent legal research and writing skills; fluency in other languages in addition to English is a plus but is not required. Applicants are encouraged to learn more about OAG bureaus and regional offices prior to submitting their applications by reviewing information that is available on the [public website](#).

### Fall Placement Experience

- Selected law students will assist attorneys in all phases of their work.
- By conducting law-related assignments, students will be exposed to a broad range of legal work allowing them to gain valuable public interest legal experience. Assignments may include the following: writing memoranda; drafting pleadings; writing discovery requests or responses; preparing for and attending depositions, hearings, or in-court matters; interviewing clients, witnesses, and experts; assisting with investigations, case negotiations, and conducting general legal research assignments.
- In their assigned bureau/regional office, students interact regularly with attorneys who are working on innovative and impactful cases. Students benefit from a hands-on learning experience and an exciting and dynamic professional environment.
- A key objective of the program is for law students to finish their placements with a legal writing sample.

### Fall Program Details

- **For the fall program, two placement formats are available: hybrid or remote. Please review the following for information about each format. Format availability varies by bureau and location, please see the posting for details.**
  - 1) **Hybrid Placements:** Students report to their designated workstation two or three (2-3) days per week. On the days students work remotely, they need a reliable computer, a secure internet connection, a phone, and a sufficiently quiet and private workspace to telework.
  - 2) **Remote Placements:** Students telecommute for the duration of their placements. On the days students work remotely, they need a reliable computer, a secure internet connection, a phone, and a sufficiently quiet and private workspace to telework. *Please be advised, students hired for remote, paid placements must be available to complete their payroll onboarding paperwork in-person at OAG’s offices in Albany or New York City or at one of the [13 regional office locations](#).*
- **At the time students receive and accept a paid placement offer, they must provide written documentation confirming they are full-time law students in good**

### **academic standing as defined by their schools.**

- Law students hired for the fall program will work part-time for a semester (180 hours or 15 hours per week for 12 weeks).
- Law students will be hired as legal aides and paid the hourly rate of \$20.56.
- Applications are accepted online until **September 12, 2025**, and paid placement offers are made on a rolling basis.\*
- Students hired for the fall may begin their placements on September 3, 2025, or after.
- United States (U.S.) citizenship and New York state residency are not required, but applicants must be eligible to be employed in the U.S.

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

## **How to Apply**

**The following section provides detailed information about the application process and application requirements. Please review the complete list of instructions prior to preparing and submitting your application materials online.**

- Applications for fall paid placements must be submitted online. To apply, please visit the following website:  
<https://ag.ny.gov/job-postings/law-students>
- Applications are submitted separately for each bureau/regional office, and an applicant's candidacy for each application is determined separately by each bureau/regional office.
- **Please limit your application submissions to five (5) total across all bureaus/regional offices.**
- Applications are accepted online until **September 12, 2025**, and paid placement offers are made on a rolling basis.\*
- **The following four (4) documents are required for each application that is submitted:**

*Your documents should reflect your own work product. Once submitted, you will not be able to access or edit your application. Therefore, we strongly encourage you to have someone review/proofread your documents ahead of submitting your application online.*

### **1. Cover Letter**

- You may address your letter to the Legal Recruitment Unit.
- Indicate why you are interested in a placement with OAG and what makes you a strong candidate.
- You may wish to include information about what life experiences you will bring to the placement that will enhance OAG's ability to better serve the diverse population of this state.
- If applying to multiple bureaus/regional offices, we recommend that you submit the same cover letter with each application, ranking those bureaus/regional offices in order of your preference.
- Please indicate your format preference: hybrid or remote. *Please be advised some bureaus/offices may offer only hybrid placements. Please check the posting for details.*

### **2. Resume**

- Ensure your resume is complete and current prior to submitting your application.

### **3. Reference List**

- Submit a list of three (3) professional references (i.e., supervisor or professor).
- For each reference, indicate the nature and duration of your relationship.
- Include contact information and email addresses for each reference.
- Please note that your references will not be contacted until after you interview for the placement.

### **4. Writing Sample**

- Submit a paper completed for school or a writing sample that was prepared for a job or during an internship/externship.
- The writing sample should show you can analyze legal issues in a clear and concise manner. Also, the sample should highlight your advocacy and grammatical skills.
- The writing sample should be between five and ten (5-10) pages long, not including the cover page.
- If you choose to provide an excerpt from a longer document, you must include a cover page indicating the following:
  - a) Why you are choosing to submit this section of the document.
  - b) Provide the reader with any relevant context needed to understand how the excerpted section relates to the document as a whole.
  - c) Indicate who edited your sample, how many drafts were made, and whether you are the sole author of the document.
- **Failure to submit a complete application will delay the consideration of your candidacy.**
- If a bureau wishes to schedule an interview, they will contact you directly to arrange this meeting.

**If you have questions about a placement with OAG, the application process, or need assistance with submitting your application, please contact Legal Recruitment via email at [recruitment@ag.ny.gov](mailto:recruitment@ag.ny.gov).**