



## **Regional Offices Division**

### **Utica Regional Office**

### **Undergraduate Student Externship for Legal Support**

**Reference No. UTC/LS\_EXT\_FALL\_2025**

## **Fall Externship for Undergraduate Students | Application Deadline is September 12, 2025\***

The Office of the New York State Attorney General's (OAG) [Utica Regional Office](#) is seeking applications from undergraduate students for a paid, part-time placement; this is an excellent opportunity for students who are either pursuing or are considering pursuing legal or law enforcement careers. The selected student will support the regional office's ongoing docket, develop legal skills, and work directly with attorneys, support staff, and other professionals.

#### **Duties:**

- Assisting with intakes
  - Interview members of the public to obtain detailed information regarding complaints made to the bureau.
- Assisting with witness interviews
- Providing litigation support
  - Prepare correspondence.
  - Electronic litigation file management, including scanning, uploading and updating case files.
  - Review litigation documents such as summons and complaints, motions, and affidavits.
  - Review discovery demands received and work closely with attorneys to prepare responses.
  - Assist in the requests for and the review and redaction of necessary documents to be produced in the litigation.
  - Organize exhibits for use at deposition and trial.
  - Assist attorneys with State and Federal trials.
- Providing eDiscovery support
  - Searching for documents for deposition preparation and preparing deposition summaries;
  - Tagging, reviewing and organizing documents for production as well as incoming document production;
  - Maintaining discovery request logs and tracking what has been received and what is outstanding; and
  - Coordinating as needed with OAG's Practice Technologies Group on technical issues.
- Assisting with legal filings
  - Cite-checking, formatting and proofreading briefs and other documents;
  - Conducting searches using Westlaw or Lexis;
  - Creating tables of contents and tables of authority; and
  - Assisting with submitting filings.
- Assisting with research and writing assignments
- Assisting with other legal and office support function

#### **Qualifications:**

- Enrollment in a full-time undergraduate degree program;
- Excellent organizational, proofreading, and multitasking skills;
- Strong research and analytical abilities as well as verbal and written communication skills;
- Proactive with the ability to self-manage assignments and deadlines;
- Capable of working well both independently and as a member of a team; and
- Strong technology skills and proficiency using Microsoft Word, Excel and Outlook.

### Preferred Skills/Experience:

- Students who are pursuing degrees in a relevant area of study such as pre-law, legal/paralegal studies, criminal justice, etc.;
- Prior work experience in a legal setting; and
- Familiarity with and experience using legal research and eDiscovery applications.

### Fall Program Details

- **The format of this placement requires availability for in-office work.** The selected student must be able to report to the Utica Regional Office located at 207 Genesee Street in Utica, NY on their scheduled workdays, approximately two or three (2-3) days per week.
- **At the time of students receive and accept an offer, they must provide written documentation from their schools confirming their acceptance into an externship program or an approved independent study.** Additionally, this confirmation must include the following information:
  - The appropriate point of contact for the externship;
  - The parameters of the externship, including the employer's responsibilities;
  - The required minimum/maximum work hours to be completed by the student; and
  - The number of credits the student will receive upon completion of the placement.
- Students are encouraged to commit to work part-time (15 hours/week) during regular business hours for at least a semester (10-12 weeks) or the minimum stipulated by their externship or independent study.
- \*Applications are received online until **September 12, 2025**, and placement offers are made on a rolling basis.
- Students who are hired for the fall program 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.
- 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](#).

*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 externships must be submitted online. To apply, please click the following link:  
[www.ag.ny.gov/job-postings/undergraduate-graduate-students](http://www.ag.ny.gov/job-postings/undergraduate-graduate-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.
- \*Applications are accepted online until **September 12, 2025**, and placement offers are made on a rolling basis.
- **The following four (4) documents must be submitted with your application:**

*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 choose to address your letter to the Legal Recruitment Unit.
- Indicate why you are interested in an externship with OAG and what makes you a strong candidate.
- You may wish to include information about what life experiences you will bring to the position that will enhance OAG's ability to better serve the diverse population of this state.

#### 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.
  - Submit a sample that demonstrates your ability to analyze and organize information into an effective document.
  - We recommend submitting a sample that is 3-6 pages in length.
  - If needed, please include a cover page providing the reviewer with any relevant background information or context.
- 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).**