



**Division of State Counsel
Civil Recoveries Bureau – Albany
Student Assistant
Reference No. CRB_ALB_PUGS_SUM_2024**

Application Deadline is May 17, 2024*
Paid Summer Placement for Undergraduate Students

The Office of the New York State Attorney General's [Civil Recoveries Bureau](#) (CRB) is seeking a bright, hard-working, and motivated undergraduate student with a genuine interest in public service for a paid summer placement. CRB recoups money owed to state agencies through affirmative litigation. The selected student will receive training from bureau staff and learn to handle a variety of administrative and legal support tasks. This position will provide the student with an introduction to the legal field, hands-on experience reviewing and processing legal documents, and enhance their understanding of legal processes and terminology. Applicants must have strong attention to detail, writing, communication, and organizational skills. Proficiency with Word and Excel is preferred.

Duties:

- Assemble and prepare statements for judgment and intent to enter default judgment packages for filing at County Clerks' offices across the state.
- Track documents sent to the County Clerks' offices for filing.
- Save and print filed documents through the County Clerks' websites.
- Order, collate, and process notice of entry documents.
- Review, process, and electronically file stipulations of settlement.
- Assist with other duties and projects as assigned.

Summer Program Details

- **On their scheduled workdays, students must be able to report to CRB's office located in downtown Albany, NY.**
- **To be eligible for a paid summer placement, applicants must be able to demonstrate they are full-time students in good academic standing as defined by their schools. Applications from students who will be starting college/university during the fall 2024 semester will not be considered.**
- The selected undergraduate student will work full-time (37.5 hours/week) for 8 weeks (or 300 paid work hours) be paid the hourly rate of \$15.91.
- Applications will be received online until **May 17, 2024**, and paid placement offers will be made on a rolling basis.*
- 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 summer placements are being received online. To apply, please click on the following link: [CRB ALB PUGS SUM 2024](#)
- The application deadline is **May 17, 2024**, but please be advised paid placements will be filled on a rolling basis.*
- **The following four (4) documents are required for each application that is submitted:**
 - 1. Cover Letter**
 - You may choose to address your letter to the Legal Recruitment Unit, 28 Liberty Street, New York, NY, 10005.
 - Indicate why you are interested in a placement with the OAG and what makes you a strong candidate.
 - 2. Resume**
 - Ensure your resume is complete and current prior to submitting your application.
 - 3. List of three (3) references.**
 - Submit only professional (i.e., supervisor or professor) references.
 - 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**
 - Select a sample from an assignment you prepared for school 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.
- **Failure to submit a complete application will delay the consideration of your candidacy.**
- Please submit your application for a summer placement at least three (3) weeks prior to any deadlines that could impact your candidacy and note this in your cover letter.

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