



Division of Appeals and Opinions
Appellate Litigation Fellowship—New York City
Reference No. A&O_FEL_NYC_6310

Application Deadline is March 22, 2024
Entry-Level Opportunity for College Graduates

The Office of the New York State Attorney General’s New York City Bureau of the [Division of Appeals and Opinions](#) is offering a two-year Fellowship in government appellate litigation. One Fellowship position is available. The Fellowship is a compensated, full-time position for a college graduate who is considering whether to pursue a career in law or public affairs. **A commitment through June 2026 is required.**

The Division of Appeals and Opinions handles civil appeals by and against the State of New York in all state and federal appellate courts, and prepares briefs for an active amicus curiae practice nationwide. Cases cover a wide range of issues, including constitutional and statutory public-law issues, employment, civil rights, torts, the environment, and agency decision making. We are seeking a bright, dynamic, hard-working, and motivated individual committed to public service. The selected Fellow will work closely with attorneys to prepare court documents and appellate records; finalize briefs, including highly detailed proofreading and cite-checking; organize case files; provide relevant legal and office support; and potentially work on special projects for the Division.

Applicants must have a BA or BS degree prior to their start date. Excellent oral and written communication skills, hyper-attention to detail (e.g., proofreading and document production), organizational skills, and the ability to handle multiple tasks under pressure are required. Experience in a legal setting is a plus, but not required as a Fellow will receive extensive training. Availability for weekday overtime is required.

The annual salary for this position is \$59,143 + \$3,087 in location pay. As an employee of the OAG, you will join a team of dedicated individuals who work to serve the people of our State through a wide variety of occupations. We offer a comprehensive New York State benefits package, including paid leave, health, dental, vision and retirement benefits, and family-friendly policies. Additionally, the OAG offers a robust Workplace Flexibilities Program with multiple options for employees, including telecommuting (up to two days per week) and alternative work schedules.

*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 must be submitted online. To apply, please click on the following link: [A&O FEL NYC 6310](#).

To ensure consideration, applications must be received by close of business on March 22, 2024.

Please be advised interviews will begin in April 2024.

Applicants must submit a complete application consisting of the following:

- **Cover Letter**
 - You may address your letter to the Legal Recruitment Unit.
 - Indicate why you are interested in this position and what makes you a strong candidate based on your skills and background. You may wish to include information about what life experiences you will bring to the position that will enhance the Division’s ability to better serve the diverse population of this state.

- **Resume**
- **Writing Sample**
 - Provide a sample that is 7-10 pages in length (double-spaced, minimum 12-point type size).
 - The sample must be exclusively your own work and demonstrate your writing and analytical abilities.
- **List of three (3) references**
 - References should include supervisory references from former employers or academic/faculty members who can speak to your abilities to fulfill the job requirements.
 - Indicate the nature and duration of your relationship to each reference.
 - Include contact information, including phone numbers and email addresses, for each reference.
 - Please note that your references will not be contacted until after you interview for the position.

If you have questions regarding a position with the OAG and the application process or need assistance with submitting your application, please contact Legal Recruitment via email at recruitment@ag.ny.gov or phone at 212-416-8080.

For more information about the OAG, please visit our website: ag.ny.gov