



**Division of Criminal Justice  
Forensic Audit Section—Albany  
Student Assistant for Forensic Auditing  
Reference No. DCJ\_ALB\_PUGS\_SUM\_2023**

**Application Deadline is April 14, 2023\***  
**2023 Summer Part-Time, Paid Placement for Undergraduate Students**

The Office of the New York State Attorney General (OAG) has a paid placement available for undergraduate accounting students. The placement is available in the Albany office within the Division of Criminal Justice Forensic Audit Section.

The OAG is seeking bright, dynamic, hard-working and motivated students to assist our Forensic Auditors with financial investigations. Candidates must possess excellent analytical, organizational and time management skills. Candidates must be proficient in spreadsheet, database and presentation software. **Candidates must be majoring in accounting or taxation at an accredited college or university.** Duties may include but not limited to the following: data entry; review and analysis of tax returns, bank and financial statements, as well as other items as needed relating to an investigation; and other duties as assigned. The ability to work independently and collaboratively as a member of a team is essential.

### **Summer Program Details**

- **The format of this placement is in-person.** Students must be available to report to their designated workstation in Albany, NY two (2) days per week.
- **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 2023 semester will not be considered.**
- The selected student hired for the program will work part-time (15 hours/week) for the 8 weeks of the program. The program will run from June 5 – July 28, 2023. Students hired for the program must be available to work during these dates and for the entire 8 weeks of the program.
- Applications will be received online until **April 14, 2023**, and paid placement offers will be made on a rolling basis.\*
- The selected candidate will be hired as a student assistant and paid hourly at the undergraduate student rate, which is \$15.00.
- Applicants must be available to meet by video conference for interviews.
- 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: [\*\*DCJ ALB PUGS SUM 2023\*\*](#)
- Please apply to **no more than three (3)** bureaus/regional offices.
- 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.
- The application deadline is **April 14, 2023**, 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 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.
    - Indicate the nature and duration of your relationship to each reference.
    - Include contact information and email addresses for each reference.
    - Please note, 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 5-10 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.
- Please allow at least three (3) weeks for your application to be processed and reviewed by the hiring bureau/regional office. You may submit an application status request [by clicking here](#).

**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](mailto:recruitment@ag.ny.gov).**