



Division of Administration

Managing Attorney's Office - New York City

Student Assistant

Reference No. MAO_NYC_PUGS_FALL_2023

Application Deadline is September 15, 2023*

2023 Fall Semester Paid, Part-Time Placement for Undergraduate Students

The [Managing Attorney's Office](#) (MAO) in the Office of the New York State Attorney General (OAG) is seeking a talented undergraduate student for a paid placement during the 2023 Fall Program. MAO staff will provide all necessary training.

The MAO is primarily responsible for accepting service of papers on the Office of the Attorney General (OAG) and coordinating papers to be filed with the State and Federal Courts within the metropolitan area. Additionally, the MAO provides guidance to OAG staff on the State and Federal Rules of the courts. The Managing Attorney has separate projects operating throughout the year; as the Language Resource Coordinator, the Managing Attorney must keep OAG forms and signage updated in various languages to assist the public.

Duties will include, but are not limited to the following:

- Updating and managing the MAO webpage;
- Coordinating informational guidelines for various listings on the OAGnet;
- Compiling data for court compliance reports;
- Reviewing documents in the MAO computer programs;
- Inputting data to the computer programs utilized by the MAO; and
- Performing other duties as assigned.

Please be advised that the MAO supports the work of the legal bureaus but does not itself engage in legal casework.

Qualifications:

- Demonstrates a highly professional attitude with the mindset of providing prompt and courteous customer service;
- Highly organized and detail oriented;
- Able to manage and prioritize multiple, time-sensitive tasks simultaneously;
- Proficient in Word, Excel, and Outlook; and
- Prior experience with web content management is a plus, but not required.

Fall Program Details

- **The format of this placement is hybrid.** The selected student may report to their designated workstation two or three (2-3) days per week. On the days students will be working remotely, they will need to have access to a reliable computer, a secure internet connection, a phone and a sufficiently quiet and private workspace to telework.
- **To be eligible for a paid fall 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.**
- Undergraduate students hired for the program will work part-time (15 hours/week for 12 weeks for a total of 180 paid hours).
- Applications will be received online until **September 15, 2023**, and paid placement offers will be made on a rolling basis.*

- Undergraduate students will be hired as student assistants and paid the hourly rate of \$16.24.
- Students who are hired for the fall program may begin their placements on September 6, 2023 or after.
- 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 the OAG prior to submitting their applications by visiting the [Divisions and Bureaus](#) and [News & Media](#) sections of the OAG's 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 placements are being received online. To apply, please click on the following link:

[MAO NYC PUGS FALL 2023](#)

- 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 **September 15, 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:**
 - 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.
 - Resume**
 - Ensure your resume is complete and current prior to submitting your application.
 - 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.
 - 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 fall 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.