



2024 Spring Legal Externships for Law Students

Externships for Academic Credit | Application Deadline is January 26, 2024*

The Office of the New York State Attorney General ("OAG") has externships available for academic credit during the 2024 spring semester for second and third-year day law students, as well as evening law students who have completed at least three (3) semesters. Interested law students must be receiving course credit for their work at the OAG as part of an independent study, externship program, or clinical program. Applications will be received online until January 26, 2024, and offers will be made on a rolling basis.*

The OAG is seeking hardworking and talented law students who have strong legal research and writing skills; fluency in other languages in addition to English is a plus but is not required. Applicants are encouraged to learn more about the OAG prior to submitting their applications by visiting the [Divisions and Bureaus](#) and [News and Media](#) sections of the OAG's website.

Placement Experience

- Selected law students will assist attorneys in all phases of their work.
- By conducting law-related assignments, students will be exposed to a broad range of legal work that will allow them to gain valuable public interest law experience. Assignments may include, but will not be limited to, the following: writing memoranda; drafting pleadings, writing discovery requests or responses; preparing for and attending depositions, hearings, or in-court matters; interviewing clients, witnesses, and experts; assisting with investigations, case negotiations; and conducting general legal research assignments.
- In their assigned bureau/office, students will have the opportunity to interact regularly with attorneys who are working on innovative and impactful cases. The OAG is committed to ensuring students have an interactive and professionally valuable experience.
- A key objective will be for law students to finish their placements with a legal writing sample.

Program Details

- **The OAG is offering students two program format options during the 2024 Spring Program: hybrid or remote. Please review the following for information about each format option. Format availability will vary by bureau and location, see the posting table for details.**
 - 1) A hybrid placement option, which means students may report to their designated workstation 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.
 - 2) A remote placement, which means students will telecommute for the duration of their placements. Students in this format must have access to a reliable computer, a secure internet connection, a phone and a sufficiently quiet and private workspace to telework.
- **At the time of hire, law students are required to provide written confirmation from their schools indicating their acceptance into an externship program, a clinical program or an approved independent study.** Additionally, this confirmation must indicate the following information:
 - The appropriate externship contact at their school;
 - 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 (approximately 15 hours/week) during regular business hours for at least a semester (10-12 weeks) or the minimum stipulated by their externship, clinic, or independent study.

- Students hired for the spring may begin their placements on January 17, 2024, or after.
- 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.

The following bureaus/offices have externships available during the 2024 spring semester for eligible law students:

Bureau or Regional Office <i>(Click for More Information)</i>	Location	Reference Number <i>(Click to Apply)</i>	Remote Placements Available	Hybrid Placements Available
Spring Externships Available in Albany			Remote Placements	Hybrid Placements
Charities	Albany	CHA ALB EXT/LS SPR 2024	No	Yes
Claims	Albany	CLA ALB EXT/LS SPR 2024	No	Yes
Consumer Frauds/Affirmative Litigation <i>Assist w/Consumer Frauds matters & other affirmative litigation.</i>	Albany	CFP ALB EXT/LS SPR 2024	Yes	Yes
Law Enforcement Misconduct Investigative Office	Albany	LEM ALB EXT/LS SPR 2024	No	Yes
Organized Crime Task Force	Albany	OCTF ALB EXT/LS SPR 2024	Yes	Yes
Sex Offender Management Bureau	Albany	SOMB ALB EXT/LS SPR 2024	No	Yes
Spring Externships Available in Buffalo			Remote Placements	Hybrid Placements
Buffalo Regional Office	Buffalo	BUF EXT/LS SPR 2024	No	Yes
Medicaid Fraud Control Unit	Buffalo	MFCU BUF EXT/LS SPR 2024	No	Yes
Office of Special Investigation	Buffalo	OSI BUF EXT/LS SPR 2024	Yes	Yes
Spring Externships Available in New York City			Remote Placements	Hybrid Placements
Brooklyn Regional Office	Brooklyn	BRK EXT/LS SPR 2024	No	Yes
Charities	New York City	CHA NYC EXT/LS SPR 2024	No	Yes
Harlem Regional Office	Harlem	HRM EXT/LS SPR 2024	No	Yes
Bureau of Internet & Technology	New York City	BIT NYC EXT/LS SPR 2024	No	Yes
Civil Rights	New York City	CRI NYC EXT/LS SPR 2024	No	Yes
Consumer Frauds	New York City	CFP NYC EXT/LS SPR 2024	Yes	Yes
Criminal Enforcement & Financial Crimes	New York City	CEFC NYC EXT/LS SPR 2024	No	Yes
Health Care	New York City	HCB NYC EXT/LS SPR 2024	No	Yes
Investor Protection	New York City	IPB NYC EXT/LS SPR 2024	Yes	Yes

Law Enforcement Misconduct Investigative Office	New York City	LEM NYC EXT/LS SPR 2024	Yes	Yes
Office of Special Investigation	New York City	OSI NYC EXT/LS SPR 2024	No	Yes
Public Integrity	New York City	PIB NYC EXT/LS SPR 2024	No	Yes
Sex Offender Management Bureau	New York City	SOMB NYC EXT/LS SPR 2024	Yes	Yes
Taxpayer Protection Bureau	New York City	TPB NYC EXT/LS SPR 2024	No	Yes
Spring Externships Available in Other Locations			Remote Placements	Hybrid Placements
Medicaid Fraud Control Unit	Hauppauge	MFCU HAU EXT/LS SPR 2024	No	Yes
Suffolk Regional Office	Hauppauge	SFK EXT/LS SPR 2024	No	Yes
Nassau Regional Office	Nassau	NAS EXT/LS SPR 2024	No	Yes
Poughkeepsie Regional Office	Poughkeepsie	POU EXT/LS SPR 2024	Yes	Yes
Sex Offender Management Bureau	Poughkeepsie	SOMB POU EXT/LS SPR 2024	Yes	Yes
Criminal Enforcement & Financial Crimes	Syracuse	CEFC SYR EXT/LS 2024	No	Yes
Sex Offender Management Bureau	Syracuse	SOMB SYR EXT/LS SPR 2024	No	Yes
Syracuse Regional Office	Syracuse	SYR EXT/LS SPR 2024	No	Yes
Utica Regional Office	Utica	UTC EXT/LS SPR 2024	Yes	Yes
Westchester Regional Office	Westchester (White Plains)	WES EXT/LS SPR 2024	Yes	Yes

*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 spring externships must be submitted online. To apply, please click on the reference number for the bureau or regional office of interest to you in the posting table above; applicants will be taken to the online application page for that placement.
- We recommend applying 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 **January 26, 2024**, but please be advised externships 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 St., NY, NY, 10005.
 - Indicate why you are interested in a placement with the OAG and what makes you a strong candidate.

- If applying to multiple bureaus/regional offices, we recommend that you submit the same cover letter with each application, ranking those bureaus/regional offices in order of your preference.
- Please indicate your format preference: hybrid or remote. *Please be advised some bureaus/offices may offer only hybrid placements. Please check the posting table above for more information.*

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 for 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

- Submit a sample of your legal writing that best demonstrates your ability to analyze legal issues in a clear and concise manner, as well as your advocacy and grammatical skills. We recommend submitting a sample that is 5-10 pages in length.
- You may choose to submit a paper that you completed for school or a writing sample that you produced during an internship or externship.
- If you choose to provide an excerpt from a longer document, you must include a cover page indicating the following:
 - a) Why you are choosing to submit this particular section.
 - b) Provide the reader with any relevant context needed to understand how the excerpted section relates to the document as a whole.
 - c) Indicate who edited your sample, how many drafts were made, and whether you are the sole author of the document.

- **Failure to submit a complete application will delay the consideration of your candidacy.**
- Please submit your application for a spring 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.