



Executive Division

Legal Aide for Reproductive Justice – New York City

Reference No. EXEC_REJ_NYC_PLS_SUM_2024

Application Deadline is March 1, 2024* **Paid, Part-Time Placement for Full-Time Law Students**

The Office of the New York State Attorney General's (OAG) [Executive Division](#) is seeking applications from law students for a full-time, paid placement during the 2024 Summer Program. The selected student will be hired as a Legal Aide and work directly with the Special Counsel for Reproductive Justice to support the OAG's efforts in litigation, legislative work, policy advocacy, and public education in the rapidly evolving legal landscape following the Supreme Court's reversal of *Roe v. Wade*.

Since the Supreme Court's decision was first leaked, the Attorney General has redoubled her efforts to protect and secure abortion rights and access in New York State. The Special Counsel position was created to have a cross-disciplinary focus that involves working collaboratively with numerous bureaus, including Health Care, Civil Rights, Internet and Technology and Appeals & Opinions. The Legal Aide will assist with research projects in areas such as risk analysis for clinics, health care providers, abortion funds, and other institutions; digital privacy of sensitive health information; analysis in preparation for future affirmative and defensive litigation under New York's newly enacted laws safeguarding reproductive rights; and analysis of potential or existing legislative proposals to further strengthen New York's laws in this area. The selected student will support the OAG's ongoing efforts in these critical areas while having the opportunity to develop their legal research and writing skills and work directly with attorneys, support staff, and other professionals.

The duties of the Legal Aide will include, but not be limited to, the following:

- Assisting with research and writing assignments.
- Assisting with legislative and policy tracking at the state and national levels.
- Assisting with legal filings.
 - Cite-checking, formatting, and proofreading briefs and other documents;
 - Conducting searches using Westlaw or Lexis;
 - Creating tables of contents and tables of authority; and
 - Assisting with submitting filings.
- Providing eDiscovery support.
 - Searching for documents for deposition preparation and preparing deposition summaries;
 - Tagging, reviewing, and organizing documents for production as well as incoming document production;
 - Maintaining discovery request logs and tracking what has been received and what is outstanding; and
 - Coordinating as needed with the OAG's Practice Technologies Group on technical issues.
- Assisting with other legal and office support functions.

Required qualifications for the Legal Aide placement are as follows:

- Enrollment in a full-time day or evening JD program;
- Excellent organizational, proofreading, and multitasking skills;
- Strong research, writing, and communication skills;
- Proactive with the ability to self-manage assignments and deadlines;
- Capable of working well both independently and as a member of a team;
- Strong technology skills and proficiency using Microsoft Word, Excel, and Outlook as well as Westlaw and/or other legal research tools; and
- Familiarity with and experience using eDiscovery applications.

Preferred qualifications for the Legal Aide placement are as follows:

- Experience completing legal/factual research and analyzing documents;
- Prior work experience in a legal setting; and
- Prior policy and/or legislative experience.

Placement Details

- **The format of this placement is hybrid.** A hybrid placement means students 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 summer placement, applicants must be able to demonstrate they are full-time law students in good academic standing as defined by their schools.**
- Law students hired for the summer work full-time (37.5 hours/week) for the 8 weeks of the program.
- Applications will be received online until **March 1, 2024**, and paid placement offers will be made on a rolling basis.*
- Law students will be hired as legal aides and paid the hourly rate of \$19.38.
- The program will run from May 20 – July 12, 2024. Students hired for the program must be available to work during these dates and for the entire eight (8) weeks of the program.
- 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 this placement are being received online. To apply, please click on the following link:
[EXEC REJ NYC PLS SUM 2024](#)
- The application deadline is **March 1, 2024**, but please be advised this placement 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.
 - 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 for details.*
 - 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**
 - 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 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.