



## Division of State Counsel

### Sex Offender Management Bureau – Westchester or Poughkeepsie

#### Student Assistant

Reference No. **SOMB\_PUGS\_SPR\_2024**

### **Application Deadline is January 26, 2024\***

#### **2024 Spring Paid, Part-Time Placement for Graduate & Undergraduate Students Studying Forensic Psychology, Psychology, or Another Relevant Field**

The Office of the New York State Attorney General (OAG) is seeking a motivated and talented undergraduate or graduate student for a spring semester paid placement in the [Sex Offender Management Bureau](#) (SOMB) in Westchester or Poughkeepsie. The Sex Offender Management Act (SOMTA) also known as Article Ten of the Mental Hygiene law was established in 2007 for the treatment of detained sex offenders who suffer from a mental abnormality as defined by the statute to reduce recidivism and maintain public safety. SOMB represents the State of New York in state court proceedings related to Mental Hygiene Law Article 10. Cases in SOMB frequently present questions of the Mental Hygiene Law, criminal law, constitutional law, agency law, and statutory interpretation.

The selected students will support SOMB's work by reviewing and referencing the Diagnostic Statistical Manual (DSM), reviewing voluminous records pertaining to criminal history/mental history, and reviewing psychological evaluations. Tasks will also include drafting case outlines for trial, analyzing diagnoses, engaging in roundtable discussions, and observing trial preparations and/or the testimony of forensic psychologists related to Mental Hygiene Law Article 10 cases.

Applicants must be enrolled in a full-time graduate or undergraduate degree program and studying forensic psychology, psychology, or another relevant field. Applicants must have strong communication (verbal and written) and analytical skills. Applicants must be proficient with the MS Office Suite (Word, Outlook, etc.), be highly collaborative, readily learn and assimilate new information, and work well with staff at levels. Applicants should have a demonstrated interest in SOMB's work, law enforcement, criminal justice, and/or public services.

## Spring Program Details

- **The format of this placement is hybrid.** Students who are working in a hybrid placement may report to their designated workstation two or three (2-3) days per week. On the days student 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 spring 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 started college/university during the 2023-24 academic year will not be considered.
- The selected student will be hired as a student assistant and paid hourly at either the undergraduate student rate, which is \$16.73-\$15.45 (depending on location) or the graduate student rate, which is \$17.04.
- Applications will be received online until **January 26, 2024**, and paid placement offers will be made on a rolling basis.\*
- Students who are hired for the spring program may begin their placements on January 17, 2024, 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 [Press Releases](#) sections of the OAG's website.

## 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 placements must be submitted online. To apply, please click on the following link: [SOMB PUGS SPR 2024](#)
- The application deadline is **January 26, 2024**, 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 3-6 pages in length.
- **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](mailto:recruitment@ag.ny.gov).