



**Division of State Counsel  
Litigation Bureau – Albany  
Student Assistant  
Reference No. LIT\_ALB\_PUGS\_2024**

**Application Deadline is June 21, 2024\***

**Paid, Part-Time Placement for Graduate or Undergraduate Students**

The Office of the New York State Attorney General's (OAG) Albany [Litigation Bureau](#) is seeking applications from graduate and undergraduate students for paid, part-time placements; these are excellent opportunities for students who are either pursuing or are considering pursuing legal related careers. The selected students will support the Bureau's ongoing docket, develop legal skills, and work directly with attorneys, support staff, and other professionals. **Applicants must have immediate availability.**

**The duties of the Student Assistant will include, but not be limited to, the following:**

- Providing litigation support
  - Prepare correspondence;
  - Electronic litigation file management, including scanning, uploading, and updating case files;
  - Review litigation documents such as summons and complaints, motions, and affidavits;
  - Review discovery demands received and work closely with attorney to prepare responses;
  - Assist in the requests for, review and redaction of necessary documents to be produced in the litigation;
  - Organize exhibits for use at deposition and trial; and
  - Assist attorneys with State and Federal trials.
- 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 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.
- Assisting with research and writing assignments
- Assisting with other legal and office support function

**Required qualifications for the Student Assistants are as follows:**

- Enrollment in a full-time graduate or undergraduate degree program;
- Excellent organizational, proofreading, and multitasking skills;
- Strong research and analytical abilities as well as verbal and written 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; and
- Strong technology skills and proficiency using Microsoft Word, Excel, and Outlook.

**Preferred qualifications for the Student Assistants are as follows:**

- Students who are pursuing degrees in a relevant area of study such as pre-law, legal/paralegal studies, criminal justice, etc.;
- Prior work experience in a legal setting; and
- Familiarity with and experience using legal research and eDiscovery applications.

## Placement Details

- On their scheduled workdays, students must be able to report to the OAG's downtown Albany offices located at Empire State Plaza.
- Applications from students who are starting their first year of college/university during the 2024 fall semester will not be considered.
- To be eligible for a paid placement, applicants must be able to demonstrate they are full-time graduate or undergraduate students in good academic standing as defined by their schools.
- Applicants must be available to work 15-30 hours per week during regular business hours. We are seeking applicants who are available to work during the summer and fall terms. *Please be advised rehire for an additional term is possible but neither automatic nor guaranteed.*
- The selected candidate will be hired as a student assistant and paid hourly at the graduate student rate, which is \$17.55 or the undergraduate student rate, which is \$15.91.
- U.S. citizenship and NYS residency are not required, but applicants must be eligible to be employed in the U.S.
- Applications must be submitted online, and this placement will be filled on a rolling basis.\*
- 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 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 paid placements must be submitted online. To apply, please click on the following link: [LIT ALB PUGS 2024](#)
- **The following four (4) application documents are required:**  
(Click on the document name to learn more)
  - 1. Cover Letter**
    - You may address your letter to the Legal Recruitment Unit.
    - Indicate why you are interested in a placement with the OAG and what makes you a strong candidate.
    - Indicate your availability and preferred work schedule.
  - 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.
    - For each reference, indicate the nature and duration of your relationship.
    - Include contact information and email addresses for each reference.
    - Please note that your references will not be contacted until after you interview for the placement.
  - 4. Writing Sample**
    - You may choose to submit a paper that you completed for school or a writing sample that you produced during an internship or externship.
    - Submit a sample 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 this 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).