



## Executive Division

### Managing Attorney's Office – New York City

#### Student Assistant

Reference No. MAO\_NYC\_PUGS\_FALL\_2024

**Application Deadline is September 13, 2024\***

**2024 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 2024 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 will not be 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;
- Accepting service of documents at the MAO window;
- Inputting data to the computer programs utilized by the MAO;
- Traveling to court for filings; 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**

- **This placement requires in-office work.** Therefore the selected student must be available to report to 28 Liberty Street, New York, NY on their scheduled workdays.
- **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 are starting college/university during the 2024-25 academic year will not be considered.
- The undergraduate student hired for this placement will work part-time for the fall semester (15 hours/week for 12 weeks for a total of 180 paid hours). The undergraduate student will be hired as a student assistant and be paid the hourly rate of \$17.23.
- Applications will be received online until **September 13, 2024**, and paid placement offers will be made on a rolling basis.\*
- Students who are hired for the fall program may begin their placements on September 4, 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.

*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 must be submitted online. To apply, please click on the following link:  
[MAO NYC PUGS FALL 2024](#)
- Please apply 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 **September 13, 2024**, but please be advised this placement will be filled on a rolling basis.\*
- **The following four (4) documents must be submitted with your application:**
  - 1. Cover Letter**
    - You may choose to address your letter to the Legal Recruitment Unit.
    - Indicate why you are interested in a student 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.
    - 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**
    - 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](mailto:recruitment@ag.ny.gov).