



Division of Criminal Justice
Organized Crime Task Force—White Plains
Student Assistant for Investigations
Reference No. OCTF/INV_PUGS_FALL_2024

Application Deadline is September 13, 2024*
2024 Fall Semester Paid, Part-Time Placement for Undergraduate Students

The Office of the New York State Attorney General's (OAG) [Organized Crime Task Force](#) (OCTF) in White Plains has a paid fall placement available for undergraduate students during the 2024 Fall Program. OCTF is responsible for investigating and prosecuting multi-county, multi-state, and multi-national organized criminal activities occurring within New York State.

The selected student will be exposed to techniques and procedures used during criminal investigations and expected to obey all applicable laws, regulations, and rules. The student will be supervised by and work with OAG detectives, attorneys, and other professional and legal support staff. This placement is an excellent opportunity for students who are considering law enforcement or criminal justice careers.

Duties:

- Perform various case preparation and other investigative support tasks including inventorying equipment and evidence, completing data entry assignments, and assisting OAG detectives with administrative tasks;
- Conduct open-source, social media, and other web-based searches;
- Review court records and other public documents, audio files, videos, and reports of interviews related to ongoing criminal investigations;
- Attend meetings with detectives and attorneys related to ongoing criminal investigations;
- Assist with preparing reports and PowerPoint presentations;
- Monitor and transcribe prison phone conversations; and
- Support other projects and assignments as needed.

Qualifications:

- Applicants must be enrolled in a full-time undergraduate degree program;
- A demonstrated interest in the law, law enforcement, and criminal justice;
- High attention to detail, organized and able to effectively manage and prioritize work assignments;
- Ability to analyze and synthesize large amounts of information;
- Familiarity with and proficiency using Microsoft Office, including PowerPoint, Excel, Word, and Outlook;
- Sound judgement with the ability to handle confidential information with sensitivity and discretion; and
- Strong interpersonal, verbal, and written communication skills.

Fall Program 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 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: [OCTF/INV 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.