



Division of State Counsel
Plattsburgh Regional Office
Fall Undergraduate Student Externship
Reference No. PLA_EXT/UGS_FALL_2024

Application Deadline is September 13, 2024*
2024 Fall Semester Externship for Academic Credit for Undergraduate Students

The Office of the New York State Attorney General's (OAG) [Plattsburgh Regional Office](#) is seeking applications from undergraduate students for an externship; this is an excellent opportunity for students who are either pursuing or are considering pursuing administrative assistant, paralegal, business, or related careers. The selected student will support the regional office's ongoing administration operations. The selected students will work with and receive training from attorneys, support staff, and other professionals.

Duties:

- Answering and directing incoming calls, including taking and responding to phone messages;
- Respond to in-person visitors by directing them to the proper person or providing the necessary resources;
- Processing incoming and outgoing mail, including overnight services;
- File documents, both electronic and paper files;
- Preparing and proof-reading documents for accuracy;
- Maintaining and troubleshooting issues with printers, copiers, and other office equipment; and
- Performing other administrative and office support functions as needed.

Qualifications:

- Enrollment in a full-time undergraduate degree program in Clinton, Essex, or Franklin Counties;
- Students who are in degree programs with an administrative assistant, paralegal, or business focus are preferred;
- Excellent analytical, verbal, and written communication skills;
- Organized, proactive, and detail oriented with the ability to self-manage assignments and deadlines;
- Capable of working well both independently and as a member of a team;
- Proficient at using Word, Excel, and Outlook and comfortable using technology to complete work assignments, including a willingness to learn new software applications as needed; and
- Brings a customer and team-focused mindset to the work.

Fall Program Details

- **This placement requires in-office work.** Therefore, applicants must be available to report to 43 Durkee Street, Suite 700, Plattsburgh, NY on their scheduled workdays.
- Applications from students who are starting college/university during the 2024-25 academic year will not be considered.
- At the time of hire, students are required to provide written confirmation from their schools indicating their acceptance into an externship program or an approved independent study. Additionally, this confirmation must indicate the following information:
 - The appropriate externship contact at the school;
 - The parameters of the externship, including the employer's responsibilities;
 - The required minimum/maximum work hours to be completed by the student; and
 - The number of credits the student will receive upon completion of the placement.
- Students are encouraged to commit to work part-time (15 hours/week) during regular business hours for at least a semester (10-12 weeks) or the minimum stipulated by their externship or independent study.
- Applications will be received online until **September 13, 2024**, and externship 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 externships must be submitted online. To apply, please click on the following link: [PLA EXT/UGS FALL 2024](#)
- The application deadline is **September 13, 2024**, but please be advised paid placements 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 an externship 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.