



Executive Division

Spring Legal Aide for Reproductive Justice – New York City

Reference No. EXEC_REJ_NYC_PLS_SPR_2025

Part-Time, Paid Placements for Law Students | Application Deadline is January 31, 2025*

The Office of the New York State Attorney General's (OAG) [Executive Division](#) is seeking applications from law students for a part-time, paid placement during the 2025 Spring Program. The selected student will be hired as a Legal Aide and work directly with the Special Counsel for Reproductive Justice to support OAG's efforts in litigation, legislative work, policy advocacy, and public education in the rapidly evolving legal landscape following the Supreme Court's reversal of *Roe v. Wade*.

Since the Supreme Court's decision was first leaked, the Attorney General has redoubled her efforts to protect and secure abortion rights and access in New York state. The Special Counsel position was created to have a cross-disciplinary focus that involves working collaboratively with numerous bureaus, including Health Care, Civil Rights, Internet and Technology and Appeals & Opinions. The Legal Aide will assist with research projects in areas such as risk analysis for clinics, health care providers, abortion funds, and other institutions; digital privacy of sensitive health information; analysis in preparation for future affirmative and defensive litigation under New York's newly enacted laws safeguarding reproductive rights; and analysis of potential or existing legislative proposals to further strengthen New York's laws in this area. The selected student will support OAG's ongoing efforts in these critical areas while having the opportunity to develop their legal research and writing skills and work directly with attorneys, support staff, and other professionals.

Duties:

- Assisting with research and writing assignments.
- Assisting with legislative and policy tracking at the state and national levels.
- 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.
- 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 OAG's Practice Technologies Group on technical issues.
- Assisting with other legal and office support functions.

Qualifications:

- Enrollment in a full-time day or evening JD program;
- Excellent organizational, proofreading, and multitasking skills;
- Strong research, writing, and 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;
- Strong technology skills and proficiency using Microsoft Word, Excel, and Outlook as well as Westlaw and/or other legal research tools; and
- Familiarity with and experience using eDiscovery applications.

Preferred qualifications/skills:

- Experience completing legal/factual research and analyzing documents;
- Prior work experience in a legal setting; and
- Prior policy and/or legislative experience.

Placement 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 spring paid placement, applicants must be able to demonstrate they are full-time law students in good academic standing as defined by their schools.**
- Law students hired for the spring program will work part-time for a semester (180 hours or 15 hours per week for 12 weeks).
- Applications will be received online until **January 31, 2025**, and paid placement offers will be made on a rolling basis.*
- Law students will be hired as legal aides and paid the hourly rate of \$19.96.
- Students hired for the spring may begin their placements on January 22, 2025, or after.
- Applicants must be available to meet by video conference for interviews.
- United States (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 OAG bureaus and regional offices prior to submitting their applications by reviewing information that is available on the [public 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 this placement are being received online. To apply, please click on the following link
[EXEC REJ NYC PLS SPR 2025](#)
- Applications are accepted online until **January 31, 2025**, and paid placement offers are made on a rolling basis.*
- **The following four (4) documents are required for each application that is submitted:**

Your documents should reflect your own thoughts/work product in text that was written by you.

1. Cover Letter

- You may address your letter to the Legal Recruitment Unit.
- Indicate why you are interested in a placement with OAG and what makes you a strong candidate.
- You may wish to include information about what life experiences you will bring to the position that will enhance OAG's ability to better serve the diverse population of this state.
- If applying to multiple bureaus/regional offices, we recommend that you submit the same cover letter with each application, ranking those bureaus/regional offices in order of your preference.

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.
- We do not conduct reference checks until after you interview for a placement.

4. Writing Sample

- Submit a paper completed for school or a writing sample that was prepared for a job or during an internship/externship.
 - The writing sample should show you can analyze legal issues in a clear and concise manner. Also, the sample should highlight your advocacy and grammatical skills.
 - The writing sample should be between five and ten (5-10) pages long, not including the cover page.
 - If you choose to provide an excerpt from a longer document, you must include a cover page indicating the following:
 - a) Why you are choosing to submit this section of the document.
 - b) Provide the reader with any relevant context needed to understand how the excerpted section relates to the document as a whole.
 - c) Indicate who edited your sample, how many drafts were made and whether you are the sole author of the document.
- Failure to submit a complete application will delay the consideration of your candidacy.
 - Once submitted, you will not be able to access or edit your application. Therefore, we strongly encourage you to have someone review/proofread your documents ahead of submitting your application online.
 - Please submit your application for a spring placement at least three (3) weeks before any deadlines that could impact your candidacy and note this in your cover letter.
 - If a bureau wishes to schedule an interview, they will contact you directly to arrange this meeting.

If you have questions about a placement with OAG, the application process, or need assistance with submitting your application, please contact Legal Recruitment via email at recruitment@ag.ny.gov.