



**State Counsel Division  
Litigation Bureau – Albany  
Undergraduate Student Assistant  
Reference No. LIT\_ALB\_PUGS\_2025**

**Paid, Part-Time Placement for Undergraduate Students | Application Deadline is December 20, 2024\*  
Applicants must be available to work from January – June 2025**

The Office of the New York State Attorney General's (OAG) Albany [Litigation Bureau](#) is seeking applications from undergraduate students for a paid, part-time placement. This is an excellent opportunity for students who are either pursuing or are considering pursuing legal 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 be available to begin this placement in early to mid-January 2025.**

**Duties:**

- 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:**

- Enrollment in a full-time 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:**

- 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 OAG's downtown Albany offices located at Empire State Plaza.
- To be eligible for this 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 will be starting college/university during the 2024-2025 academic year will not be considered.
- Applicants must be available to work 15 hours per week during regular business hours starting in early to mid-January 2025. *Please be advised rehire for an additional term is possible but neither automatic nor guaranteed.*
- Applications are accepted online until **December 20, 2024**, and paid placement offers are made on a rolling basis.\*
- 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 spring placements must be submitted online. To apply, please visit [LIT ALB PUGS 2025](#)
- 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.
- Applications are accepted online until **December 20, 2024**, and placement offers are made on a rolling basis.\*
- **The following four (4) documents must be submitted with your application:**

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

### 1. Cover Letter

- You may choose to 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.

### 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

- Submit a paper completed for school or a writing sample that was prepared for a job or during an internship/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.
- If needed, please include a cover page providing the reviewer with any relevant background information or context.

- 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](mailto:recruitment@ag.ny.gov).**