



State Counsel Division  
Civil Recoveries Bureau - Albany  
Student Assistant  
Reference No. CVB\_ALB\_PUGS\_SUM\_2025

**Paid Summer Placement for Undergraduate Students | Application Deadline is February 28, 2025\***

The Office of the New York State Attorney General's [Civil Recoveries Bureau](#) (CVB) is seeking a bright, hard-working, and motivated undergraduate student with a genuine interest in public service for a paid summer placement. CVB recoups money owed to state agencies through affirmative litigation. The selected student will receive training from bureau staff and learn to handle a variety of administrative and legal support tasks. This position will provide the student with an introduction to the legal field, hands-on experience reviewing and processing legal documents, and enhance their understanding of legal processes and terminology. Applicants must have strong attention to detail, writing, communication, and organizational skills. Proficiency with Word and Excel is preferred.

**Duties:**

- Assemble and prepare statements for judgment and intent to enter default judgment packages for filing at county clerks' offices across the state;
- Track documents sent to the county clerks' offices for filing;
- Save and print filed documents through the county clerks' websites;
- Order, collate, and process notice of entry documents;
- Review, process, and electronically file stipulations of settlement; and
- Assist with other duties and projects as assigned.

**Summer Program Details**

- **This placement requires in office work.** Therefore, the selected student must be available to report to OAG's offices in downtown Albany, NY on their scheduled workdays.
- **To be eligible for a paid summer placement, applicants must be able to demonstrate they are full-time students in good academic standing as defined by their schools. Applications from student who will be starting college/university during the 2025 fall semester will not be considered.**
- The summer program will run for eight weeks from May 19 – July 11, 2025. Students hired for the program must be available to work full-time (37.5 hours/week) during these dates and for the entire eight (8) weeks of the program.
- Applications are accepted online until **February 28, 2025**, and paid placement offers are made on a rolling basis.\*
- Undergraduate students will be hired as student assistants and paid the hourly rate of \$15.91.
- 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 summer placements are being accepted online. To apply, please visit

[CVB ALB PUGS SUM 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.
- **Please limit your application submissions to three (3) total across all bureaus/regional offices.**
- Applications are accepted online until **February 28, 2025**, and paid placement offers are made on a rolling basis.\*
- **The following four (4) documents are required for your application:**

*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.

### 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

- You may choose to submit a paper that you completed for school or a writing sample that you produced during an internship or 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 summer 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).