



**Division of State Counsel
Claims Bureau – NYC
Volunteer Assistant Attorney General
Reference No. CLA_NYC_VAAG**

Volunteer Opportunity for Experienced Attorneys and Recent Law School Graduates

The New York State Office of the Attorney General's [Claims Bureau](#) in New York City is seeking bright, dynamic, hard-working and motivated attorneys to serve the people of the State of New York as a Volunteer Assistant Attorneys General (Volunteer AAG). The Claims Bureau represents the State of New York and its agencies and authorities in New York State courts, specifically the Court of Claims and Supreme Court.

The Volunteer AAG will work as part of a team and assist the Bureau's attorneys in handling all phases of litigation from inception through trial, including motion practice and discovery. Specific responsibilities will include, but are not limited to drafting pleadings and papers; motion practice (including analysis, research, drafting and oral argument); the full range of discovery (including interrogatories, paper/electronic document discovery, and taking and defending depositions); selecting and working with expert witnesses; negotiation of settlements; trial preparation; and representing the State of New York at mediation and trial.

The ideal candidate should possess (1) excellent research, writing, analytical and oral advocacy skills; (2) superb organizational, interpersonal communication, problem solving, and teamwork skills; and (3) strong technological skills. Prior litigation experience and trial experience, is a plus.

Applicants must either (1) be admitted to the New York State bar; (2) be awaiting admission to the New York State bar; (3) be awaiting New York State bar exam results; or (4) be preparing to sit for the next scheduled New York State bar exam. Applications from post-graduate law students (with or without funding from their law school) and deferred associates are accepted. A Volunteer AAG has the opportunity to function as an AAG and, therefore, is vetted and approved as if an AAG. Applicants must reside in (or intend to soon become a resident of) New York State. In addition, the Public Officers Law requires that AAGs in the Office be citizens of the United States. Accordingly, Volunteer AAG candidates who do not meet the citizenship and/or residency requirements will instead be designated "Volunteer Attorneys" and will function in the office as a law clerk as opposed to an AAG or Volunteer AAG.

*Candidates from diverse backgrounds are encouraged to apply.
The OAG is an equal opportunity employer and is committed to workplace diversity.*

HOW TO APPLY

Applications are being received online. To apply, please click on this link: [CLA_NYC_VAAG](#); applicants will be taken to the online application page for this position.

Applicants must submit a complete application consisting of the following:

- [Cover Letter](#)
 - Please address to the Legal Recruitment Bureau, include both the posting reference number and job title, and indicate your availability and any deadlines related to your candidacy.
- [Resume](#)
- **List of three (3) [references](#)**

- Please submit only professional references, indicate your relationship to each reference (e.g., supervisor, professor), and provide contact information, including a phone number and email address.
- **Law School Transcript**
 - An unofficial transcript is acceptable.
- **Writing Sample**
 - Submit any piece of legal writing that demonstrates your ability to analyze legal issues in a clear and concise manner, as well as your advocacy and grammatical skills. For example, an advisory opinion, memorandum of law in support of a motion, or appellate brief would be acceptable.

Please note: Failure to submit a complete application will delay or may preclude the consideration of your application.

If you have questions regarding a position with the OAG and the application process or you need assistance with submitting your application, please contact the Legal Recruitment Bureau via email at recruitment@ag.ny.gov or phone at 212-416-8080.

For more information about the OAG, please visit our website: ag.ny.gov.