Division of Criminal Justice  
Fall/Spring 2018-19 Accounting Intern—Albany & New York City  
Reference No. DCJ_ALB_VUGS_FA/SP_2018-19 (Albany)  
DCJ_NYC_VUGS_FA/SP_2018-19 (New York City)

The New York State Office of Attorney General (“OAG”) has part-time internship positions for volunteers or externships for course credit open for undergraduate and graduate accounting students. The internships and externships are available in the New York City and Albany offices within the Division of Criminal Justice Forensic Audit Section. These **unpaid positions** are available for the fall and spring academic terms. Students commit to work **part-time (15 hours/week)** during the fall or spring terms. Applicants are asked to indicate their availability in their cover letter. The individuals who are selected for these positions must be full-time students. U.S. citizenship and NYS residency are not required.

The Office is seeking bright, dynamic, hard-working and motivated students to assist our Forensic Auditors with financial investigations. Candidates must possess excellent analytical, organizational and time management skills. Candidates must be proficient in spreadsheet, database and presentation software. Duties may include but not limited to: data entry; review and analysis of tax returns, bank and financial statements, as well as other items as needed relating to an investigation; and other duties as assigned. The ability to work independently and collaboratively as a member of a team is essential.

**HOW TO APPLY**

Applications are being received online.

To apply for a **fall/spring internship in Albany**, please click on this link: [DCJ_ALB_VUGS_FA/SP_2018-19](#)

To apply for a **fall/spring internship in New York City**, please click this link: [DCJ_NYC_VUGS_FA/SP_2018-19](#)

Applicants will be taken to the online application page and must be prepared to submit a complete application consisting of the following:

- **Cover Letter**
  - Please address to Sandra Jefferson Grannum, Esq., Bureau Chief, Legal Recruitment.
  - If applying to multiple bureaus/regional offices, we recommend that you submit the same cover letter for **each application**, ranking those bureaus/regional offices in order of your preference.
  - Indicate in your cover letter whether there are any deadlines related to your candidacy.
  - Please indicate your availability.

- **Resume**

- **List of three (3) references.**
  - Only submit professional (i.e., supervisor or professor) references.
  - Indicate your professional relationship to each reference.
  - Include contact information and email addresses for each reference.
- **Transcript**
  - Unofficial transcript is acceptable.

- **Writing Sample**
  - Submit any piece of writing that demonstrates your ability to communicate and analyze information in a clear and concise manner, as well as your grammatical skills.

- Failure to submit a complete application will delay the consideration of your candidacy.

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