Division of Administration
Managing Attorney’s Office- New York City
Student Assistant
Reference No. MAO_NYC_PUGS_2022

2022-23 Academic Year Paid, Part-Time Placement for Graduate or Undergraduate Students
Application Deadline is November 18, 2022

The Managing Attorney’s Office (MAO) in the New York State Office of the Attorney General (OAG) is seeking a talented graduate or undergraduate student for a paid, part-time fall placement during the 2022-23 academic year. MAO staff will provide all necessary training.

The MAO is primarily responsible for accepting service of papers on the Office of the Attorney General (OAG) and coordinating papers to be filed with the State and Federal Courts within the metropolitan area. Additionally, the MAO provides guidance to OAG staff on the State and Federal Rules of the courts. The Managing Attorney has separate projects operating throughout the year; as the Language Resource Coordinator, the Managing Attorney must keep OAG forms and signage updated in various languages to assist the public.

Duties will include, but are not limited to the following:
• Updating and managing the MAO webpage;
• Coordinating informational guidelines for various listings on the OAGnet;
• Compiling data for court compliance reports;
• Reviewing documents in the computer programs used in MAO; and
• Performing other duties as assigned.

Please be advised that the MAO supports the work of the legal bureaus but does not itself engage in legal casework.

Qualifications
• Demonstrates a highly professional attitude with the mindset of providing prompt and courteous customer service;
• Highly organized and detail oriented;
• Able to manage and prioritize multiple, time-sensitive tasks simultaneously;
• Proficient in Word, Excel, and Outlook;
• Prior experience with web content management is preferred;
• Foreign language proficiency is a plus, but not required; and
• Selected student must be prepared to attend weekly video conferences with MAO staff.

Placement Details
• This is a hybrid placement, which means students may report to their designated workstation up to two (2) days per week.
  – Since students working in this format will have an in-office presence, confirmation of their vaccination status is required. If students are not fully vaccinated, they may be required to provide regular negative COVID-19 PCR tests at a frequency determined by the agency. The agency will consider religious and reasonable accommodations. For more information, please contact recruitment@ag.ny.gov.
  – 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.
• Applications from students entering their first year of college/university during the 2022 fall semester will not be considered.
• To be eligible for a paid placement, applicants must be able to demonstrate they are full-time graduate or
undergraduate students in good academic standing as defined by their schools.

- Applicants must be available to work 15 hours per week during regular business hours for at least 10-12 weeks. Students who are available to work the full academic year (2022 fall semester and 2023 spring semester) are strongly preferred. Please be advised rehire for an additional term is neither automatic nor guaranteed.
- The selected candidate will be hired as a student assistant and paid hourly at the graduate student rate, which is $16.54 or the undergraduate student rate, which is $16.24.
- U.S. citizenship and NYS residency are not required, but applicants must be eligible to be employed in the U.S.
- Applications will be accepted online and this placement will be filled on a rolling basis.
- Applicants must be available by video conference for interviews.
- Applicants are encouraged to learn more about the OAG prior to submitting their applications by visiting the Divisions and Bureaus and Media sections of the OAG 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.

- The application deadline is **November 18, 2022**.
- Applications for paid fall placements are being received online. To apply, please click on the following link: [MAO_NYC_PUGS_2022](#).
- 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.
- **The following documents are required for each application that is submitted:**
  
  *(Click on the document name to learn more)*
  
  1. **Cover Letter**
     - You may address to the Legal Recruitment Unit, 28 Liberty Street, New York, NY, 10005.
     - Indicate why you are interested in a placement with the OAG and what makes you a strong candidate.
     - Indicate your availability and preferred work schedule.
  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.
     - Indicate the nature and duration of your relationship to each reference.
     - Include contact information and email addresses for each reference.
     - Please note, your references will not be contacted until after you interview for the 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.

- **Failure to submit a complete application will delay the consideration of your candidacy.**
- Please submit your application for a fall placement at least three (3) weeks prior to any deadlines that could impact your candidacy and note this in your cover letter.
- Please allow at least three (3) weeks for your application to be processed and reviewed by the hiring bureau/regional office. You may submit an application status request by clicking here.

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