



2024 Fall Legal Externships for Law Students

Externships for Academic Credit | Application Deadline is September 13, 2024*

The Office of the New York State Attorney General (“OAG”) has externships for course credit available during the 2024 fall semester for second and third-year day law students, as well as evening law students who have completed at least three (3) semesters. Interested law students must be receiving course credit for their work at the OAG as part of an independent study, externship program, or clinical program. While the posted application deadline is September 13, 2024, please be advised offers will be made on a rolling basis.*

The OAG is seeking hardworking and talented law students who have excellent legal research and writing skills; fluency in other languages in addition to English is a plus but is not required. Applicants are encouraged to learn more about the OAG prior to submitting their applications by visiting the [Divisions and Bureaus](#) and [News and Media](#) sections of the OAG’s website.

Placement Experience

- Selected law students will assist attorneys in all phases of their work.
- By conducting law-related assignments, students will be exposed to a broad range of legal work that will allow them to gain valuable public interest law experience. Assignments may include but will not be limited to the following: writing memoranda; drafting pleadings, writing discovery requests or responses; preparing for and attending depositions, hearings, or in-court matters; interviewing clients, witnesses, and experts; assisting with investigations, case negotiations; and conducting general legal research assignments.
- In their assigned bureau/office, students will have the opportunity to interact regularly with attorneys who are working on innovative and impactful cases. The OAG is committed to ensuring students have an interactive and professionally valuable experience.
- A key objective will be for law students to finish their placements with a legal writing sample.

Program Details

- **The OAG is offering students two program format options during the 2024 Fall Program: hybrid or remote. Please review the following for information about each format option. Format availability will vary by bureau and location, see the posting for details.**
 - 1) A hybrid placement option, which means students may report to their designated workstation two days per week. 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.
 - 2) A remote placement, which means students will telecommute for the duration of their placements. Students in this format must have access to a reliable computer, a secure internet connection, a phone, and a sufficiently quiet and private workspace to telework.
- **At the time of hire, law students are required to provide written confirmation from their schools indicating their acceptance into an externship program, a clinical program, or an approved independent study.** Additionally, this confirmation must indicate the following information:
 - The appropriate externship contact at their school;
 - The parameters of the externship, including the employer’s responsibilities;
 - The required minimum/maximum work hours to be completed by the student; and
 - The number of credits the student will receive upon completion of the placement.

- Students are encouraged to commit to work part-time (approximately 15 hours/week) during regular business hours for at least a semester (10-12 weeks) or the minimum stipulated by their externship, clinic, or independent study.
- Students hired for the fall may begin their placements on September 4, 2024, or after.
- U.S. citizenship and New York State residency are not required, but applicants must be eligible to be employed in the U.S.

The following bureaus/offices have externship placements available during the 2024 Fall Program:

Bureau Description	Bureau or Regional Office (Click for More Information)	Reference Number (Click to Apply)	Placement Format Availability
Fall Externships Available in Albany			
Charities regulates nonprofit organizations and fundraisers and provides them with helpful resources. Additionally, Charities is responsible for supervising charitable organizations to protect donors and beneficiaries from fraud by ensuring charitable donations are used as the donor intended.	Charities Bureau, Albany	CHA ALB EXT/LS FALL 2024	Hybrid Only
Claims defends the State and certain State authorities in the Court of Claims and defends individual State officers and employees in Supreme Court in civil actions for money damages arising in tort, medical/dental malpractice, unjust conviction, and breach of contract.	Claims Bureau, Albany	CLA ALB EXT/LS FALL 2024	Hybrid Only
LEMIO has a broad mandate to investigate “allegations of corruption, fraud, use of excessive force, criminal activity, conflicts of interest or abuse” as well as patterns and practices of police misconduct. LEMIO is responsible for investigating complaints, examining departmental policies and procedures, and making recommendations for reform, including disciplinary action.	Law Enforcement Misconduct Investigative Office, Albany	LEM ALB EXT/LS FALL 2024	Remote or Hybrid
The Organized Crime Task Force conducts complex, long-term criminal investigations related to gang activity, drug trafficking, firearms trafficking, loan sharking, bookmaking, money laundering, fraud, grand larceny, labor racketeering, and other white-collar crime as well as human trafficking.	Organized Crime Task Force, Albany	OCTF ALB EXT/LS FALL 2024	Hybrid Only
Sex Offender Management (SOMB) was created to represent NYS in all Mental Hygiene Law Article 10 litigation. Cases in SOMB frequently present questions of the Mental Hygiene Law, criminal law, constitutional law, agency law, and statutory interpretation. SOMB also works in concert with the Article 10 partners to develop statewide protocols to further the goals of Article 10 in ensuring public safety.	Sex Offender Management Bureau, Albany	SOMB ALB EXT/LS FALL 2024	Hybrid Only
Fall Externships Available in Buffalo			
Environmental Protection (EPB) is focused on advancing environmental justice throughout the State. EPB enforces state and federal environmental laws that protect New Yorkers’ rights to clean air, clean water, and safe and healthy communities, and conducts investigations into violations of those laws. EPB also defends in both federal and state courts the State’s executive agencies charged with environmental responsibilities.	Environmental Protection Bureau, Buffalo	EPB BUF EXT/LS FALL 2024	Remote or Hybrid
LEMIO has a broad mandate to investigate “allegations of corruption, fraud, use of excessive force, criminal activity, conflicts of interest or abuse” as well as patterns and practices of police misconduct. LEMIO is responsible for investigating complaints,	Law Enforcement Misconduct Investigative Office, Buffalo	LEM BUF EXT/LS FALL 2024	Remote or Hybrid

examining departmental policies and procedures, and making recommendations for reform, including disciplinary action.			
The Office of Special Investigation (OSI) investigates every death in the State of New York that may have been caused by a police officer or a peace officer (peace officers includes corrections officers). If warranted, OSI's attorneys seek charges in connection with the incident and prosecute any resulting indictment.	Office of Special Investigation, Buffalo	OSI_BUF_EXT/LS_FALL_2024	Remote or Hybrid
The OAG's regional offices (RO) help carry out essential defensive, regulatory, and affirmative justice functions in every part of the state. Each RO is deeply engaged in local community affairs; conducting outreach and educational presentations; and responding to New Yorkers' complaints in critical areas such as elder abuse, consumer fraud, tenants' rights, immigration services fraud, election fraud, and not-for-profit corporations.	Buffalo Regional Office	BUF_EXT/LS_FALL_2024	Hybrid Only
Fall Externships Available in New York City			
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Bureau of Internet & Technology (BIT) is responsible for enforcement of New York's privacy, data security, and consumer protection laws in the online and tech environment, as well as for enforcement of New York's data breach notification laws. BIT investigates a wide range of issues affecting technology, including spyware, spam, online privacy, child safety, gambling, and internet fraud.	Bureau of Internet & Technology, New York City	BIT_NYC_EXT/LS_FALL_2024	Hybrid Only
Civil Rights enforces federal, state, and local laws that protect New Yorkers from discrimination on the basis of race, color, national origin, sex, religion, age, marital status, sexual orientation, gender identity, military status, source of income, or disability. The Bureau's docket reflects its commitment to combating discrimination and its effects, ensuring equality of opportunity, and promoting inclusion. Additional work includes community outreach, public education, and other advocacy efforts.	Civil Rights Bureau, New York City	CRI_NYC_EXT/LS_FALL_2024	Remote or Hybrid
Consumer Frauds and Protection investigates and civilly prosecutes a wide range of businesses engaged in fraudulent, misleading, deceptive, or illegal trade practices that harm ordinary New Yorkers.	Consumer Frauds Bureau, New York City	CFP_NYC_EXT/LS_FALL_2024	Remote or Hybrid
Criminal Enforcement & Financial Crimes (CEFC) investigates and prosecutes criminal acts related to securities fraud, tax fraud and other white-collar crimes. CEFC includes attorneys, investigators, auditors, and analysts who conduct complex, long-term criminal investigations and prosecute cases statewide, from charging through conviction.	Criminal Enforcement & Financial Crimes Bureau, New York City	CEFC_NYC_EXT/LS_FALL_2024	Hybrid Only
Environmental Protection (EPB) is focused on advancing environmental justice throughout the State. EPB enforces state and federal environmental laws that protect New Yorkers' rights to clean air, clean water, and safe and healthy communities, and conducts investigations into violations of those laws. EPB also defends in both federal	Environmental Protection Bureau, New York City	EPB_NYC_EXT/LS_FALL_2024	Hybrid Only

and state courts the State’s executive agencies charged with environmental responsibilities.			
Executive handles complex investigations and civil enforcement actions to end and remediate practices that harm the public, including matters that relate to the opioid crisis and firearms. Litigation matters handled by this team are often high profile, frequently present complex questions of constitutional law and statutory and regulatory interpretation, and generally have significant policy and financial implications for NYS.	Executive, New York City	EXEC EXT/LS FALL 2024	Hybrid Only
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Health Care is committed to protecting consumers from deceptive or illegal practices and to ensuring access to health care by bringing civil prosecutions for violations of health, insurance, deceptive practice, antidiscrimination, and other applicable laws. Health Care also advocates for legislation and policy initiatives to enhance the rights of health care consumers and their ability to access quality, affordable care in New York State.	Heath Care Bureau, New York City	HCB EXT/LS FALL 2024	Hybrid Only
Investor Protection (IPB) pursues complex investigations and litigation using the Martin Act and other laws to protect the public from fraud and misrepresentation in the offering and sale of securities, commodities, franchises, and other investment products. IPB’s regulatory work includes virtual currencies; addressing fraud in ESG disclosures; the marketing of speculative investment products to a broad range of retail investors; and the need for greater racial equity across the financial system.	Investor Protection Bureau, New York City	IPB NYC EXT/LS FALL 2024	Remote or Hybrid
Labor brings civil and criminal prosecutions for violations of minimum wage, overtime, prevailing wage, protections against discrimination and retaliation, and other critical labor and employment laws. Labor also represents NYS agencies in their enforcement of labor laws, handling defensive litigation in state and federal court that often raises similar substantive issues in a different procedural setting.	Labor Bureau, New York City	LAB NYC EXT/LS FALL 2024	Hybrid Only
LEMIO has a broad mandate to investigate “allegations of corruption, fraud, use of excessive force, criminal activity, conflicts of interest or abuse” as well as patterns and practices of police misconduct. LEMIO is responsible for investigating complaints, examining departmental policies and procedures, and making recommendations for reform, including disciplinary action.	Law Enforcement Misconduct Investigative Office, New York City	LEM NYC EXT/LS FALL 2024	Remote or Hybrid
Litigation represents the state, its officers, and its agencies in state and federal courts in actions involving almost every substantive area of the law. Litigation protects the public interest by defending constitutional challenges to state statutes, regulations, policies, and practices and by bringing actions to enforce state laws and regulations.	Litigation Bureau, New York City	LIT NYC EXT/LS FALL 2024	Remote or Hybrid
Public Integrity (PIB) investigates and prosecutes crimes committed by public employees, elected officials, candidates for public office, and people and entities that steal from the government. PIB conducts complex, long-term investigations into government corruption, fraud, bribery, and abuse of authority. PIB investigates and	Public Integrity Bureau, New York City	PIB NYC EXT/LS FALL 2024	Hybrid Only

brings criminal charges against public servants and others who engage in corruptive practices.			
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Fall Externships Available in Other Locations			
The OAG's regional offices (RO) help carry out essential defensive, regulatory, and affirmative justice functions in every part of the state. Each RO is deeply engaged in local community affairs; conducting outreach and educational presentations; and responding to New Yorkers' complaints in critical areas such as elder abuse, consumer fraud, tenants' rights, immigration services fraud, election fraud, and not-for-profit corporations.	Binghamton Regional Office	BIN EXT/LS FALL 2024	Remote or Hybrid
The Medicaid Fraud Control Unit (MFCU) investigates and prosecutes Medicaid provider fraud in the healthcare industry and abuse and neglect of residents in healthcare facilities. Possessing both civil and criminal enforcement powers, MFCU uses various state laws to bring civil actions and criminal proceedings, including asset forfeiture actions, resulting in large-scale criminal convictions and the recovery of millions of dollars of taxpayer money.	Medicaid Fraud Control Unit, Hauppauge	MFCU HAU EXT/LS FALL 2024	Hybrid Only
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<p>The Organized Crime Task Force conducts complex, long-term criminal investigations related to gang activity, drug trafficking, firearms trafficking, loan sharking, bookmaking, money laundering, fraud, grand larceny, labor racketeering, and other white-collar crime as well as human trafficking.</p>	<p>Organized Crime Task Force, White Plains</p>	<p>OCTF_WP_EXT/LS_FALL_2024</p>	<p>Hybrid Only</p>

*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 fall externships must be submitted online. To apply, please click on the posting reference number in the table above.
- We recommend applying to **no more than three (3)** bureaus/regional offices.
- 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 application deadline is **September 13, 2024**, but please be advised externships will be filled on a rolling basis.*
- **The following four (4) documents are required for each application that is submitted:**
 - 1. Cover Letter**
 - You may address your letter to the Legal Recruitment Unit.
 - Indicate why you are interested in a placement with the OAG and what makes you a strong candidate.
 - If applying to multiple bureaus/regional offices, we recommend that you submit the same cover letter with each application, ranking those bureaus/regional offices in order of your preference.
 - Please indicate your format preference: hybrid or remote. *Please be advised some bureaus/offices may offer only hybrid placements. Please*

check the posting for details.

- You may wish to include information about what life experiences you will bring to the placement that will enhance the 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 sample of your legal writing that best demonstrates your ability to analyze legal issues in a clear and concise manner, as well as your advocacy and grammatical skills. We recommend submitting a sample that is 5-10 pages in length.
- You may choose to submit a paper that you completed for school or a writing sample that you produced during an internship or externship.
- If you choose to provide an excerpt from a longer document, you must include a cover page indicating the following:
 - a) Why you are choosing to submit this particular section.
 - b) Specify the source of the sample and whether it was prepared for a class (include the course name and date) or an internship or job (include the placement or position name and date).
 - c) Provide the reader with any relevant context needed to understand how the excerpted section relates to the document as a whole.
 - d) Indicate who edited your sample, how many drafts were made, and whether you are the sole author of the 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.

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.