



Executive Division

Legal Aide for Reproductive Justice – New York City

Reference No. EXEC_REJ_NYC_PLS_FALL_2024

Application Deadline is August 30, 2024* **Paid, Part-Time Placement for Full-Time Law Students**

The Office of the New York State Attorney General's (OAG) [Executive Division](#) is seeking applications from law students for a full-time, paid placement during the 2024 Fall Program. The selected student will be hired as a Legal Aide and work directly with the Special Counsel for Reproductive Justice to support the OAG's efforts in litigation, legislative work, policy advocacy, and public education in the rapidly evolving legal landscape following the Supreme Court's reversal of *Roe v. Wade*.

Since the Supreme Court's decision was first leaked, the Attorney General has redoubled her efforts to protect and secure abortion rights and access in New York State. The Special Counsel position was created to have a cross-disciplinary focus that involves working collaboratively with numerous bureaus, including Health Care, Civil Rights, Internet and Technology, and Appeals & Opinions. The Legal Aide will assist with research projects in areas such as risk analysis for clinics, health care providers, abortion funds, and other institutions; digital privacy of sensitive health information; analysis in preparation for future affirmative and defensive litigation under New York's newly enacted laws safeguarding reproductive rights; and analysis of potential or existing legislative proposals to further strengthen New York's laws in this area. The selected student will support the OAG's ongoing efforts in these critical areas while having the opportunity to develop their legal research and writing skills and work directly with attorneys, support staff, and other professionals.

The duties of the Legal Aide will include, but not be limited to, the following:

- Assisting with research and writing assignments.
- Assisting with legislative and policy tracking at the state and national levels.
- Assisting with legal filings.
 - Cite-checking, formatting, and proofreading briefs and other documents;
 - Conducting searches using Westlaw or Lexis;
 - Creating tables of contents and tables of authority; and
 - Assisting with submitting filings.
- Providing eDiscovery support.
 - Searching for documents for deposition preparation and preparing deposition summaries;
 - Tagging, reviewing, and organizing documents for production as well as incoming document production;
 - Maintaining discovery request logs and tracking what has been received and what is outstanding; and
 - Coordinating as needed with the OAG's Practice Technologies Group on technical issues.
- Assisting with other legal and office support functions.

Required qualifications for the Legal Aide placement are as follows:

- Enrollment in a full-time day or evening JD program;
- Excellent organizational, proofreading, and multitasking skills;
- Strong research, writing, and communication skills;
- Proactive with the ability to self-manage assignments and deadlines;
- Capable of working well both independently and as a member of a team;
- Strong technology skills and proficiency using Microsoft Word, Excel, and Outlook as well as Westlaw and/or other legal research tools; and
- Familiarity with and experience using eDiscovery applications.

Preferred qualifications for the Legal Aide placement are as follows:

- Experience completing legal/factual research and analyzing documents;
- Prior work experience in a legal setting; and
- Prior policy and/or legislative experience.

Program Details

- **The format of this placement is either hybrid or remote.**
 - 1) A hybrid placement option, which means students may report to their designated workstation 2-3 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. *Please be advised, students hired for remote, paid placements must be available to complete their payroll onboarding paperwork in-person at the OAG's offices in Albany or New York City or at one of the [13 regional office locations](#) around New York State.*
- **To be eligible for a paid placement, applicants must be able to demonstrate they are full-time law students in good academic standing as defined by their schools.**
- The selected law student will work part-time for the 2024 fall semester (180 hours or 15 hours per week for 12 weeks).
- The selected law student will be hired as a legal aide and paid the hourly rate of \$19.96.
- 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.

*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 this placement must be submitted online. To apply, please click on the following link:
[EXEC REJ NYC PLS FALL 2024](#)
- The application deadline is **August 30, 2024**, but please be advised this placement 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 this placement and what makes you a strong candidate.
 - 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.