



**Executive Division
Records Access Office – New York City
Student Assistant
Reference No. RAO_NYC_PUGS_2024**

Application Deadline is July 26, 2024*

Paid, Part-Time Placement for Undergraduate Students

The Office of the New York State Attorney General's (OAG) [Records Access Office](#) (RAO) is seeking applications from undergraduate students for a paid, part-time placement; this is an excellent opportunity for students who are either pursuing or are considering pursuing legal careers. RAO staff will provide students with all the necessary training.

Applicants must have immediate availability.

The RAO via the Freedom of Information Law (FOIL) provides access to records to citizens interested in obtaining information related to government operations. Records include documents and computer media. Access to records is limited by certain exemptions, including those that intend to protect privacy and the names of confidential informants, and those where the production of records would impair, interfere with, cause substantial injury to, or endanger an individual or government operation.

Duties:

- Maintain electronic and hard files for FOIL requests, including all correspondence (external, internal, official, and informal).
- At the direction of RAO staff, prepare and send legal correspondence in accordance with Public Officers Law, Article 6, Sections 84-90; Freedom of Information Law.
- Proofread documents for correct legal terminology, context, spelling, grammar, and punctuation.
- Work with other bureaus, regional offices, and divisions to assign FOIL requests and follow-up on responses.
- Prepare responsive records for RAO staff review for any necessary redactions.
- Scan paper documents and enter new FOIL requests into database.
- Assist in the retrieval of information for requests by searching for specific matters in NY Matters and in any other relevant applications.
- Perform general office duties, including answering the phone, copying, faxing, and scheduling meetings.
- Assist with other projects and tasks as assigned.

Qualifications:

- Enrollment in a full-time undergraduate degree program.
- Excellent organizational and multitasking skills.
- Strong research and analytical abilities as well as verbal and written communication skills.
- Attention to detail, proactive, and 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 Adobe and Microsoft Office applications such as Outlook and Word.
- Prior work experience in a legal setting is a plus but not required.

Placement Details

- **The format of this placement is hybrid.** Students who are working in a hybrid placement may report to their designated workstation two or three (2-3) days per week. On the days student 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 who are starting their first year of college/university during the 2024 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 15-30 hours per week during regular business hours. We are seeking applicants who are available to work during the summer and fall terms. *Please be advised rehire for an additional term is possible but neither automatic nor guaranteed.*
- The selected candidate will be hired as a student assistant and paid hourly at the undergraduate student rate, which is \$17.23.
- U.S. citizenship and NYS residency are not required, but applicants must be eligible to be employed in the U.S.
- Applications must be submitted online and this placement will be filled on a rolling basis.*
- 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 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.

- Applications for paid placements must be submitted online. To apply, please click on the following link:
[RAO NYC PUGS 2024](#)
- **The following four (4) application documents are required:**
(Click on the document name to learn more)
 - 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.
 - 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.
 - 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**
 - 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.
 - We recommend submitting a sample that is 3-6 pages in length.
- **Failure to submit a complete application will delay the consideration of your candidacy.**
- Please submit your application for this 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.