



Division of Criminal Justice
Organized Crime Task Force- White Plains
Student Assistant for Investigations
Reference No. OCTF/INV_NYC_EXT_SPR_2025

Spring Externship for Undergraduate Students | Application Deadline is January 31, 2025*

The Office of the New York State Attorney General's (OAG) [Organized Crime Task Force](#) (OCTF) in White Plains has externships available for academic credit during the 2025 Spring Program for undergraduate students. OCTF is responsible for investigating and prosecuting multi-county, multi-state, and multi-national organized criminal activities occurring within New York state.

The selected student will be exposed to techniques and procedures used during criminal investigations and expected to obey all applicable laws, regulations, and rules. The student will be supervised by and working with OAG detectives, attorneys, and other professional and legal support staff. This placement is an excellent opportunity for students who are considering law enforcement or criminal justice careers.

Duties:

- Perform various case preparation and other investigative support tasks including inventorying equipment and evidence, completing data entry assignments, and assisting OAG detectives with administrative tasks;
- Conduct open-source, social media, and other web-based searches;
- Review court records and other public documents, audio files, videos, and reports of interviews related to ongoing criminal investigations;
- Attend meetings with detectives and attorneys related to ongoing criminal investigations;
- Assist with preparing reports and PowerPoint presentations;
- Monitor and transcribe prison phone conversations; and
- Support other projects and assignments as needed.

Qualifications:

- Applicants must be enrolled in a full-time undergraduate degree program;
- A demonstrated interest in the law, law enforcement, and criminal justice;
- High attention to detail, organized and able to effectively manage and prioritize work assignments;
- Ability to analyze and synthesize large amounts of information;
- Familiarity with and proficiency using Microsoft Office, including PowerPoint, Excel, Word, and Outlook;
- Sound judgement with the ability to handle confidential information with sensitivity and discretion; and
- Strong interpersonal, verbal, and written communication skills.

Spring Program Details

- **The format of this placement is hybrid.** Students report to their designated workstation two or three (2-3) days per week. On the days students work remotely, they need a reliable computer, a secure internet connection, a phone, and a sufficiently quiet and private workspace to telework.
- **At the time of students receive and accept an offer, they must provide written documentation from their schools confirming their acceptance into an externship program or an approved independent study.** Additionally, this confirmation must include the following information:
 - The appropriate externship contact at the 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 (15 hours/week) during regular business hours for at

least a semester (10-12 weeks) or the minimum stipulated by their externship or independent study.

- Applications are received online until **January 31, 2025**, and placement offers are made on a rolling basis.*
- Students who are hired for the spring program may begin their placements on January 22, 2025, or after.
- United States (U.S.) citizenship and New York state residency are not required, but applicants must be eligible to be employed in the U.S.
- Applicants are encouraged to learn more about OAG bureaus and regional offices prior to submitting their applications by reviewing information that is available on the [public 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 spring externships must be submitted online. To apply, please visit [OCTF/INV NYC EXT SPR 2025](#)
- 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.
- Applications are accepted online until **January 31, 2025**, and placement offers are made on a rolling basis.*
- **The following four (4) documents must be submitted with your application:**

Your documents should reflect your own thoughts/work product in text that was written by you.

1. Cover Letter

- You may choose to address your letter to the Legal Recruitment Unit.
- Indicate why you are interested in an externship with OAG and what makes you a strong candidate.
- You may wish to include information about what life experiences you will bring to the position that will enhance 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 paper completed for school or a writing sample that was prepared for a job or during an internship/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.
- If needed, please include a cover page providing the reviewer with any relevant background information or context.

- Failure to submit a complete application will delay the consideration of your candidacy.
- Once submitted, you will not be able to access or edit your application. Therefore, we strongly encourage you to have someone review/proofread your documents ahead of submitting your application online.
- Please submit your application for a spring placement at least three (3) weeks before any deadlines that could impact your candidacy and note this in your cover letter
- If a bureau wishes to schedule an interview, they will contact you directly to arrange this meeting.

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