



**Division of Criminal Justice
Organized Crime Task Force—Buffalo or White Plains
Student Assistant for Investigations
Reference No. OCTF/INV_PUGS_SPR_2025**

Spring Paid Placements 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) has paid placements available for undergraduate students during the 2025 Spring Program in either Buffalo or White Plains. 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 graduate or 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.
- **To be eligible for a paid spring placement, applicants must be able to demonstrate they are full-time students in good academic standing as defined by their schools. Applications from student who will be starting college/university during the 2025 fall semester will not be considered.**
- The undergraduate student hired for this placement will work part-time for the spring semester (15 hours/week for 12 weeks for a total of 180 paid hours). The undergraduate student will be hired as a student assistant and be paid the hourly rate of \$17.23 (White Plains) or \$15.91 (Buffalo).

- Applications are accepted online until **January 31, 2025**, and paid 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 placements must be submitted online. To apply, please visit [OCTF/INV PUGS 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.
- Please specify your location preference: Buffalo or White Plains.
- Indicate why you are interested in a placement 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.