



# 2025 Spring Paid Program

## Part-Time, Paid Placements for Law Students | Application Deadline is January 31, 2025\*

The Office of the New York State Attorney General (“OAG”) has paid, part-time placements available for the 2025 spring semester in specific bureaus and regional offices for second and third-year day law students, as well as evening law students who have completed at least three (3) semesters. We are seeking applicants who demonstrate an interest in public service, government, and/or law enforcement.

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 OAG bureaus and regional offices prior to submitting their applications by reviewing information that is available on the [public website](#).

### Spring 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 allowing them to gain valuable public interest legal experience. Assignments may include 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/regional office, students interact regularly with attorneys who are working on innovative and impactful cases. Students benefit from a hands-on learning experience and an exciting and dynamic professional environment.
- A key objective of the program is for law students to finish their placements with a legal writing sample.

### Spring Program Details

- **For the spring program, two placement formats are available: hybrid or remote. Please review the following for information about each format. Format availability varies by bureau and location, please see the posting table below for details.**
  - 1) **Hybrid Placements:** 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.
  - 2) **Remote Placements:** Students telecommute for the duration of their placements. 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. *Please be advised, students hired for remote, paid placements must be available to complete their payroll onboarding paperwork in-person at OAG’s offices in Albany or New York City or at one of the [13 regional office locations](#).*
- **To be eligible for a paid spring placement, applicants must be able to demonstrate they are full-time law students in good academic standing as defined by their schools.**

- Law students hired for the spring program will work part-time for a semester (180 hours or 15 hours per week for 12 weeks).
- Law students will be hired as legal aides and paid the hourly rate of \$19.96.
- Applications are accepted online until **January 31, 2025**, and paid placement offers are made on a rolling basis.\*
- Students hired for the spring 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.

The following bureaus and regional offices have paid placements available during the 2025 spring semester.

Bureau Description	Bureau or Regional Office (Click for More Information)	Paid Reference Number (Click to Apply)	Placement Format Availability
<b>Spring Paid Placements Available in Albany</b>			
Charities Bureau supervises charitable organizations to protect donors and beneficiaries from fraud by ensuring donations are used as donors intended. The bureau regulates nonprofit organizations and their fundraisers to ensure their compliance with the Not-for-Profit Corporations Law and the New York statutes that require their registration with and financial reporting to the OAG. The bureau also investigates and commences litigation against charities that misuse assets, engage in misleading solicitations, and/or violate their fiduciary duties.	<a href="#">Charities Bureau, Albany</a>	<a href="#">CHA ALB PLS SPR 2025</a>	Hybrid Only
Civil Recoveries seeks to recoup money owed to state agencies through affirmative litigation, primarily in New York state supreme court, but also in the surrogate's, bankruptcy, and federal district courts. The bureau represents all New York state agencies in a broad range of civil matters. These matters include breach of contract, property damage, negligence, Navigation Law oil spill cleanups, mental hygiene law, guardianships, bankruptcy, and recoveries for victims of dishonest conduct by lawyers.	<a href="#">Civil Recoveries Bureau, Albany</a>	<a href="#">CVB ALB PLS SPR 2025</a>	Hybrid Only
Claims defends the New York 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.	<a href="#">Claims Bureau, Albany</a>	<a href="#">CLA ALB PLS SPR 2025</a>	Hybrid Only
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.	<a href="#">Litigation Bureau, Albany</a>	<a href="#">LIT ALB PLS SPR 2025</a>	Remote or Hybrid
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.	<a href="#">Organized Crime Task Force, Albany</a>	<a href="#">OCTF ALB PLS SPR 2025</a>	Remote or Hybrid
Sex Offender Management (SOMB) was created to represent the state 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	<a href="#">Sex Offender Management Bureau, Albany</a>	<a href="#">SOMB ALB PLS SPR 2025</a>	Remote or Hybrid

partners to develop statewide protocols to further the goals of Article 10 in ensuring public safety.			
<b>Spring Paid Placements Available in Buffalo</b>			
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.	<a href="#"><u>Buffalo Regional Office</u></a>	<a href="#"><u>BUF_PLS_SPR_2025</u></a>	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 and state courts the state's executive agencies charged with environmental responsibilities.	<a href="#"><u>Environmental Protection Bureau, Buffalo</u></a>	<a href="#"><u>EPB_BUF_PLS_SPR_2025</u></a>	Remote or Hybrid
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.	<a href="#"><u>Medicaid Fraud Control Unit, Buffalo</u></a>	<a href="#"><u>MFCU_BUF_PLS_SPR_2025</u></a>	Remote or Hybrid
<b>Spring Paid Placements Available in New York City</b>			
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.	<a href="#"><u>Brooklyn Regional Office</u></a>	<a href="#"><u>BRK_PLS_SPR_2025</u></a>	Hybrid Only
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.	<a href="#"><u>Harlem Regional Office</u></a>	<a href="#"><u>HRM_PLS_SPR_2025</u></a>	Remote or Hybrid
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.	<a href="#"><u>Bureau Internet &amp; Technology, New York City</u></a>	<a href="#"><u>BIT_NYC_PLS_SPR_2025</u></a>	Remote or Hybrid

Charities Bureau supervises charitable organizations to protect donors and beneficiaries from fraud by ensuring donations are used as donors intended. The bureau regulates nonprofit organizations and their fundraisers to ensure their compliance with the Not-for-Profit Corporations Law and the New York statutes that require their registration with and financial reporting to the OAG. The bureau also investigates and commences litigation against charities that misuse assets, engage in misleading solicitations, and/or violate their fiduciary duties.	<a href="#">Charities Bureau, New York City</a>	<a href="#">CHA NYC PLS SPR 2025</a>	Hybrid Only
Civil Rights (CRB) 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, immigration status, or disability. CRB'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.	<a href="#">Civil Rights Bureau, New York City</a>	<a href="#">CRB NYC PLS SPR 2025</a>	Hybrid Only
Consumer Frauds and Protection (CFB) enforces consumer protection laws and civilly prosecutes businesses and individuals engaged in fraudulent, misleading, deceptive, or illegal trade practices. Cases typically seek injunctive relief, restitution for consumers, costs, and penalties.	<a href="#">Consumer Frauds and Protection Bureau, New York City</a>	<a href="#">CFB NYC PLS SPR 2025</a>	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.	<a href="#">Criminal Enforcement &amp; Financial Crimes Bureau, New York City</a>	<a href="#">CEFC NYC PLS SPR 2025</a>	Remote or Hybrid
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.	<a href="#">Environmental Protection Bureau, New York City</a>	<a href="#">EPB NYC PLS SPR 2025</a>	Remote or Hybrid
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 the state.	<a href="#">Executive Division, New York City</a>	<a href="#">EXEC NYC PLS SPR 2025</a>	Remote or Hybrid
Health Care (HCB) is committed to protecting consumers from deceptive or illegal practices and to ensure access to health care by bringing civil prosecutions for violations of health, insurance, deceptive practice, antidiscrimination, and other applicable laws. HCB 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.	<a href="#">Health Care Bureau, New York City</a>	<a href="#">HCB NYC PLS SPR 2025</a>	Remote or Hybrid
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 digital assets; addressing fraud in ESG disclosures; the marketing of speculative investment products to a	<a href="#">Investor Protection Bureau, New York City</a>	<a href="#">IPB NYC PLS SPR 2025</a>	Remote or Hybrid

broad range of retail investors; and the need for greater racial equity across the financial system.			
Labor Bureau (Labor) has been nationally recognized for aggressively enforcing labor standards, especially in low-wage industries where exploitation of workers is common. 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 state agencies such as the Commissioner of Labor, the Unemployment Insurance Appeal Board, and the Workers' Compensation Board in their enforcement of labor laws.	<a href="#">Labor Bureau, New York City</a>	<a href="#">LAB NYC PLS SPR 2025</a>	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.	<a href="#">Litigation Bureau, New York City</a>	<a href="#">LIT NYC PLS SPR 2025</a>	Remote or Hybrid
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.	<a href="#">Medicaid Fraud Control Unit, New York City</a>	<a href="#">MFCU NYC PLS SPR 2025</a>	Remote or Hybrid
Office of General Counsel (OGC) functions as in-house counsel to the AG and the OAG, OGC works collaboratively across all divisions to provide guidance and develop legal strategies and responses; draft, interpret, and implement OAG policies and procedures; identify potential litigation/policy issues or strategies; implement compliance and supervise ethical determinations; interact with other governmental and legal entities; and handle employee and other confidential matters as required.	<a href="#">Office of General Counsel, New York City</a>	<a href="#">OGC NYC PLS SPR 2025</a>	Remote or Hybrid
Office of Special Investigation (OSI) investigates every death in the state that may have been caused by a police officer or a peace officer (peace officers includes corrections officers). If warranted, OSI attorneys seek charges in connection with the incident and prosecute any resulting indictment.	<a href="#">Office of Special Investigation, New York City</a>	<a href="#">OSI NYC PLS SPR 2025</a>	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 brings criminal charges against public servants and others who engage in corruptive practices.	<a href="#">Public Integrity Bureau, New York City</a>	<a href="#">PIB NYC PLS SPR 2025</a>	Remote or Hybrid
<b>Spring Paid Placements Available in Other Locations</b>			
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,	<a href="#">Medicaid Fraud Control Unit, Hauppauge</a>	<a href="#">MFCU HAU PLS SPR 2025</a>	Remote or Hybrid

including asset forfeiture actions, resulting in large-scale criminal convictions and the recovery of millions of dollars of taxpayer money.			
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.	<a href="#">Plattsburgh Regional Office</a>	<a href="#">PLA_PLS_SPR_2025</a>	Remote or Hybrid
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.	<a href="#">Poughkeepsie Regional Office</a>	<a href="#">POU_PLS_SPR_2025</a>	Remote or Hybrid
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.	<a href="#">Suffolk Regional Office, Suffolk</a>	<a href="#">SUF_PLS_SPR_2025</a>	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.	<a href="#">Criminal Enforcement &amp; Financial Crimes Bureau, Syracuse</a>	<a href="#">CEFC_SYR_PLS_SPR_2025</a>	Remote or Hybrid
Sex Offender Management (SOMB) was created to represent the state 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.	<a href="#">Sex Offender Management Bureau, Syracuse</a>	<a href="#">SOMB_SYR_PLS_SPR_2025</a>	Remote or Hybrid
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.	<a href="#">Syracuse Regional Office</a>	<a href="#">SYR_PLS_SPR_2025</a>	Remote or Hybrid
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.	<a href="#">Utica Regional Office</a>	<a href="#">UTC_PLS_SPR_2025</a>	Remote or Hybrid

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.	<a href="#">Organized Crime Task Force, White Plains</a>	<a href="#">OCTF_WP_PLS_SPR_2025</a>	Remote or Hybrid
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.	<a href="#">Westchester Regional Office</a>	<a href="#">WES_PLS_SPR_2025</a>	Hybrid Only

*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 paid placements are being accepted online. To apply, please click on the reference number for a specific bureau/regional office in the table above.
- 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.
- **Please limit your application submissions to five (5) total across all bureaus/regional offices.**
- Applications are accepted online until **January 31, 2025**, and paid placement offers are made on a rolling basis.\*
- **The following four (4) documents are required for each application that is submitted:**

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

### 1. Cover Letter

- You may address your letter to the Legal Recruitment Unit.
- 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 placement that will enhance OAG's ability to better serve the diverse population of this state.
- 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/regional offices may offer only hybrid placements. Please check the posting table above for details.*

### 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.
- The writing sample should show you can analyze legal issues in a clear and concise manner. Also, the sample should highlight your advocacy and grammatical skills.
- The writing sample should be between five and ten (5-10) pages long, not including the cover page.
- 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 section of the document.
  - b) Provide the reader with any relevant context needed to understand how the excerpted section relates to the document as a whole.
  - c) 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.
- 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/regional office 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](mailto:recruitment@ag.ny.gov).**