Division of Administration
Managing Attorney’s Office– New York City
Summer Internship
Reference No. MAO_NYC_PUGS_SLIP_2019

The Managing Attorney’s Office (MAO) in the New York State Office of the Attorney General (OAG) is seeking a talented graduate or undergraduate student for a summer internship. This position is paid. Our staff will provide all of the necessary training. Applicants must be able to work full-time (30 hours/week) for a minimum of (8) weeks during the summer. Applicants are asked to indicate their availability in their cover letter. U.S. citizenship and NYS residency are not required.

The Managing Attorney’s Office (MAO) is primarily responsible for accepting service of papers on the Attorney General’s Office (OAG) and coordinating papers to be filed with the State and Federal Courts within the metropolitan area. Additionally, the MAO provides guidance to the OAG staff on the State and Federal Rules of the courts. The managing attorney (MA) has separate projects operating throughout the year; as the Language Resource Coordinator, the MA must keep OAG forms and signage updated in various languages to assist the public.

Duties will include, but are not limited to:
• Examining the OAG forms and submitting them to be updated in several foreign languages;
• Reviewing documents in the computer programs used in MAO;
• Assisting with filing matters with the courts;
• Answering general questions for the OAG staff;
• Scanning documents;
• Updating the MAO webpage; and
• Performing other duties as assigned.

Please be advised that the MAO supports the work of the legal bureaus but does not itself engage in legal casework.

QUALIFICATIONS
• Demonstrates a highly professional attitude with the mindset of providing prompt and courteous customer-service to staff and visitors at all levels and from all backgrounds;
• Highly organized and detail oriented;
• Able to manage and prioritize multiple, time-sensitive tasks simultaneously;
• Proficient in Word, Excel, and Outlook;
• Prior experience with web content management is preferred; and
• Foreign language proficiency is a plus, but not required.

Candidates from diverse backgrounds are encouraged to apply.
The OAG is an equal opportunity employer and is committed to workplace diversity.
HOW TO APPLY

Applications are being received online. To apply for a summer internship, please click on this link:

MAO_NYC_PUGS_SLIP_2019

Applicants must be prepared to submit a complete application consisting of the following:

♦ **Cover Letter**
  - Please address to Sandra Jefferson Grannum, Esq., Bureau Chief, Legal Recruitment.
  - If applying to multiple bureaus/regional offices, we recommend that you submit the same cover letter for each application, ranking those bureaus/regional offices in order of your preference.
  - Indicate in your cover letter whether there are any deadlines related to your candidacy.
  - Please indicate your availability.

♦ **Resume**

♦ **List of three (3) references.**
  - Only submit professional (i.e., supervisor or professor) references.
  - Indicate your professional relationship to each reference.
  - Include contact information and email addresses for each reference.

♦ **Transcript**
  - Unofficial transcript is acceptable.

♦ **Writing Sample**
  - Submit any piece of writing that demonstrates your ability to communicate and analyze information in a clear and concise manner, as well as your grammatical skills.

♦ **Failure to submit a complete application will delay the consideration of your candidacy.**

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

For more information about the OAG, please visit our website: www.ag.ny.gov.