



Legal Recruitment

**Division of Appeals and Opinions
Appellate Litigation Fellowship - New York City
Reference No. A&O_FEL_NYC_6256**

Application Deadline is April 7, 2023

Entry-Level Opportunity for College Graduates

The Office of the New York State Attorney General's [Division of Appeals and Opinions](#) is offering a two-year Fellowship in government appellate litigation in its New York City office. One Fellowship is available. The Fellowship is a compensated, full-time position for a college graduate who is considering whether to pursue a career in law or public affairs. **A commitment through June 2025 is required.**

The Division of Appeals and Opinions handles civil appeals by and against the State of New York in all state and federal appellate courts, and prepares briefs for an active amicus curiae practice nationwide. Cases cover a wide range of issues, including constitutional and statutory public-law issues, employment, civil rights, torts, the environment, and agency decision making. We are seeking a bright, dynamic, hard-working, and motivated individual committed to public service. The selected Fellow will work closely with attorneys to prepare court documents and appellate records; finalize briefs, including highly detailed proofreading and cite-checking; organize case files; provide relevant legal and office support; and potentially work on special projects for the Division.

Applicants must have a BA or BS degree prior to their start date. Excellent oral and written communication skills, hyper-attention to detail (e.g., proofreading and document production), organizational skills, and the ability to handle multiple tasks under pressure are required. Experience in a legal setting is a plus, but not required as a Fellow will



OAG Employment Opportunities

Please click one of the buttons below to view the jobs that are available for the indicated position type.

Attorneys

Investigators

Other Professional & Legal Support Positions

Law Students

Undergraduate & Graduate Students

Fellowship & Volunteer Attorney Opportunities

receive extensive training. Availability for weekday overtime is required.

The annual salary for this position is \$57,420 + \$3,026 in location pay. As an employee of the OAG, you will join a team of dedicated individuals who work to serve the people of our State through a wide variety of occupations. We offer a comprehensive New York State benefits package, including paid leave, health, dental, vision and retirement benefits, and family-friendly policies. Additionally, the OAG offers a robust Workplace Flexibilities Program with multiple options for employees, including telecommuting (up to two days per week) and alternative work schedules.

Per Office of the Attorney General policy, confirmation of vaccination status is a condition of employment for this position. If you are not fully vaccinated, you may be required to provide regular negative COVID-19 PCR test results at a frequency determined by the agency. The agency will consider religious and reasonable accommodations. For more information, please contact recruitment@ag.ny.gov.

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 submitted online. To apply, please click on the following link: [A&O FEL NYC 6256](#).

To ensure consideration, applications must be received by close of business on April 7, 2023.

Please be advised interviews will begin in mid-April.

Applicants must submit a complete application consisting of the following:

Cover Letter

- You may address to Legal Recruitment.
- Indicate why you are interested in this position and what makes you a strong candidate based on your skills and background.

Resume

Writing Sample

- Provide a sample that is 7-10 pages in length (double-spaced, minimum 12-point type size) that is

exclusively your own work and demonstrates your writing and analytical abilities.

List of three (3) references

- References should include supervisory references from former employers or academic/faculty members who can speak to your abilities to fulfill the job requirements.
- Indicate the nature and duration of your relationship to each reference.
- Include contact information, including phone numbers and email addresses, for each reference.
- Please note, your references will not be contacted until after you interview for the position.

If you have questions regarding a position with the OAG and the application process or need assistance with submitting your application, please contact Legal Recruitment via email at recruitment@ag.ny.gov or phone at 212-416-8080.

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

