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LEGAL INTERNSHIP - NON-PAID / CREDIT

The New York State Office of the Inspector General is seeking highly motivated, detailed-oriented individuals who possess excellent written and oral communication skills to intern in its Albany, Buffalo and New York City offices.

Pursuant to Executive Law Article 4-A, the Office of the State Inspector General investigates allegations of corruption, fraud, criminal activity, conflicts of interest or abuse in State agencies within its jurisdiction.

Interns will work under the supervision of the legal staff. All case-related information and knowledge obtained in the performance of these duties will be treated as confidential information.

Interns will be responsible for the following duties:

- Compiling & analyzing documents
- Legal research and drafting of legal documents for staff attorneys
- Proofreading & cite checking
- Drafting correspondence to other state, local and federal agencies
- Performing research for the entire staff, including investigators, attorneys and auditors
- Assisting staff with miscellaneous tasks as requested
- Creating databases, inputting data and analyzing such accordingly

Interested students may email their resume and a copy of their transcript to jobs@ig.state.ny.us.