

NEW YORK STATE ATTORNEY GENERAL'S OFFICE
Utica Office

Address:	207 Genesee Street Room 508 Utica, NY 13501
Telephone:	315-793-2225
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Placement Supervisor(s):	Laura J. Sandwick
Email Address(s):	laura.sandwick@oag.state.ny.us
Time Requirements:	<u>Academic Year:</u> Average of 12 hours / week or Average of 8 hours / week. <u>Summer:</u> Average of 21 hours / week.
Position Requirements:	We are looking for an energetic and reliable individual. The student should have strong legal research skills and computer skills. High moral principles a necessity due to the confidential nature of our work.
# of Externs per Academic Year:	1
Summer Participation:	Yes
# of Externs per Summer:	1
Website:	http://www.oag.state.ny.us/tourt/tour.html
Special Note(s):	Students are required to pass a background investigation before final acceptance into an externship position.

The Utica Regional Office handles cases concerning Claims, Trusts and Estates, Mental Hygiene, Civil Confinement (Sexual Predator) and, Consumer Frauds and Protection. The individual will be exposed to a wide variety of tasks, including research, filing of legal documents, and drafting legal documents. The student will also observe court proceedings in the Court of Claims and Supreme Court.