



EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST
ANNOUNCEMENT NO. 15155

POSITION TITLE: STUDENT AIDE III (Legal Internship Opportunity)

JG: NS

LOCATION: Multiple positions are available throughout New York State

BASE SALARY: \$30.00 Hourly

CLASSIFICATION: Full-time - Temporary (July 6, 2026 to August 12, 2026)

QUALIFICATIONS: Applicants must have successfully completed one or two years of study in a J.D. program at an accredited law school by the start of the internship; LL.M students at accredited law schools are also eligible.

ASSIGNMENT: The mission of the NYS Unified Court System is to deliver equal justice under the law and to achieve the just, fair and timely resolution of all matters that come before the courts. To promote civic education and readiness, we have developed an Internship Program for motivated and hardworking law students for internships across New York State. Interns are provided the opportunity to integrate classroom education and theory with practical and relevant career experience. Interns will gain insight regarding the work of judges, attorneys, court clerks, court reporters, court officers, interpreters, and other professionals and receive hands-on experience in the work of the courts.

Key Responsibilities:

- Assist with legal research and writing tasks, including drafting memoranda, opinions, and other legal documents.
- Observe oral arguments and trials in courts.
- Participate in case preparation and review, assisting judges and court staff with research and analysis of legal issues.
- Attend hearings and trials to gain exposure to legal proceedings at various levels of the judicial system.
- Collaborate with court staff to assist in ongoing cases and legal matters.
- Provide general support to the court's operations and participate in any additional duties as needed.

There are multiple opportunities available throughout the state. Interns will be assigned to a District Office (Albany, Schenectady, Syracuse, Binghamton, Rochester, Buffalo, White Plains, Mineola, and Central Islip), or a Chief Clerk's Office in one of NYC's five boroughs. The Program will run from July 6, 2026 through August 12, 2026. Candidates should have an interest in working and learning about the justice system and/or legal profession. Students who are economically disadvantaged or come from underserved communities are encouraged to apply.

The Student Aide Internship Program is intentionally designed to create access for young people who have had little or no prior exposure to the court system. We therefore prioritize applicants who do not have direct personal connections to the courts. Family members of judges and court employees are not eligible for the Program. Interns are selected based on their ideas, initiative, and enthusiasm. This Program aims to open doors and to advance personal and professional development, regardless of background or existing networks.

GENERAL INFORMATION: The above statements are intended to describe the general nature and level of work being performed by persons assigned to this title. They do not include all job duties performed by employees in the title, and every position does not necessarily require these duties.

APPLICATION PROCEDURES: All interested persons meeting the minimum qualifications are encouraged to submit a UCS-5 Application for Employment form (obtainable from any administrative office in a court building or on the web at www.nycourts.gov/careers/UCS5.pdf) and a written statement/essay answering the following prompt (1 page max) to the Hon. Edwina Richardson, Deputy Chief Administrative Judge for Justice Initiatives by email to OJI-Applications@nycourts.gov :

- Can you share a personal experience or moment—big or small—that sparked your interest in the law or inspired you to pursue a legal career? What did it teach you about justice, fairness, or advocacy?

[APPLICANTS ARE ENCOURAGED TO COMPLETE THE EQUAL EMPLOYMENT OPPORTUNITY DATA COLLECTION FORM.](#)

POSTING DATE: December 1, 2025

APPLICATIONS MUST BE RECEIVED BY: January 6, 2026

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