Division of Criminal Justice
Public Integrity Bureau
Legal Support Analyst—NYC
Reference No. PIB_NYC_LSA_6322

Application Deadline is June 7, 2024
Entry-Level Opportunity for College Graduates

The Office of the New York State Attorney General's (OAG) [Public Integrity Bureau](#) (PIB) is seeking talented applicants who are committed to public service for a full-time, entry-level Legal Support Analyst (LSA) position in the New York City office. The LSA will serve a critical role in the bureau by performing both investigative and legal support functions. Additionally, the LSA will be a part of project-specific teams comprised of attorneys and investigators conducting confidential criminal investigations and will assist with the prosecution of criminal defendants.

PIB investigates and seeks to ensure the public's interest in honest government. PIB conducts complex investigations into government corruption, fraud, theft of public funds, and abuse of power. PIB may take criminal action against individuals or entities to restore the public's interest in honest government and the integrity of government officials at the state and local level.

The responsibilities of the LSA will include, but are not limited to, the following:
- Reviewing and organizing documents and other evidence;
- Aiding Assistant Attorneys General in court proceedings;
- Identifying and locating potential sources of relevant information;
- Analyzing large amounts of data and presenting it in a cogent manner;
- Processing documents to be turned over during discovery;
- Being adept and creative in the use of search engines and social media;
- Developing proficiency using law enforcement databases;
- Organizing case files and providing legal and office support;
- Building professional relationships with law enforcement partners; and
- Gaining experience in criminal law and investigations in New York State.

A bachelor's degree is required for the position. Additionally, the individual selected for the LSA position must have excellent organizational, time management and multitasking skills. The ability to analyze and synthesize large amounts of information, strong written and verbal communication skills, attention to detail and accuracy, as well as familiarity with Microsoft Word, Excel and Outlook, are also required. The ideal candidate will have experience researching and analyzing documents and possess a demonstrated interest in the law and law enforcement. Finally, applicants who are available to work in this position for at least two (2) years are preferred.

The annual salary for this position is $59,143 + $3,400 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.

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 must be submitted online. To apply, please click on the following link: **PIB_NYC_LSA_6322**

To ensure consideration, applications must be received by close of business on June 7, 2024.

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

- **Cover Letter**
  - You may address your letter to the Legal Recruitment Unit.
  - Indicate why you are interested in a position with PIB and what makes you a strong candidate. You may wish to include information about what life experiences you will bring to the position that will enhance the Office's ability to better serve the diverse population of this state.
- **Resume**
- **Writing Sample**
  - Your sample should demonstrate your ability to analyze and organize information into an effective document that is well-organized and error-free.
  - If needed, please include a cover page to provide the reviewer with any relevant context or background information.
- **List of three (3) references**
  - Only submit professional references, supervisory references are preferred.
  - For each reference, indicate the nature and duration of your relationship.
  - Include contact information and email addresses for each reference.
  - Please note that 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: www.ag.ny.gov