



**Division of Criminal Justice**  
**Medicaid Fraud Control Unit – New York City**  
**Supervising Legal Assistant**  
**Reference No. MFCU\_NYC\_SLA\_6300**

**Application Deadline is December 1, 2023**

The Office of the New York State Attorney General's (OAG) [Medicaid Fraud Control Unit](#) (MFCU) seeks a Supervising Legal Assistant for its New York City office. The Supervising Legal Assistant is responsible for managing a team of Legal Support Analysts (LSAs). LSAs support the Unit by working in partnership with its attorneys, detectives, auditors, data analysts and nurses to conduct complex, long-term healthcare fraud investigations.

The Medicaid program provides health coverage to millions of New Yorkers, including low-income persons, children, elderly adults and people with developmental disabilities. MFCU is the nation's premier law enforcement agency charged with ensuring the financial integrity of New York State's \$100 billion Medicaid program by investigating healthcare providers, such as pharmaceutical companies, doctors, hospitals, and nursing homes, who engage in Medicaid billing schemes that cause harm to Medicaid recipients and the loss of millions of dollars to the State of New York. MFCU also works to protect elderly and disabled New Yorkers by investigating reports of abuse and neglect in nursing homes and other residential health care facilities in the state.

Possessing both civil and criminal enforcement powers, MFCU uses various state laws to bring civil actions and criminal proceedings, including asset forfeiture actions. Many of the Unit's investigations are conducted in coordination with other federal, state, or local government and prosecutorial agencies, and have resulted in large-scale criminal convictions and the recovery of millions of dollars of taxpayer money.

Several recent matters that highlight MFCU's important work include the [OAG's report](#) concerning neglect of nursing home residents across New York State during the COVID-19 pandemic, and the recent filing of four major lawsuits against nursing homes, including [Centers Health Care](#), [Cold Spring Hills Center for Nursing and Rehabilitation](#), [The Villages of Orleans Health and Rehabilitation Center](#) and [Fulton Commons Care Center, Inc.](#)

Additional recent significant cases include [the indictment and arraignment of owner of NYC pharmacy for allegedly stealing millions from Medicaid](#); [the sentencing of a Bronx clinic owner for defrauding New York State out of more than \\$4 Million in false Medicaid claims](#); and [the extradition, arrest, and arraignment of a Medicaid fraud ringleader](#).

**Responsibilities of the Supervising Legal Assistant will include, but are not limited to, the following:**

- Supervising a team of five to six (5-6) LSAs in the NYC office, including reviewing their work and supporting their professional development, including recommending appropriate trainings; assigning projects, prioritizing tasks and monitoring their caseload/workflow; and assessing their performance on a continual basis;
- Working collaboratively with and regularly consulting managers/supervisors from the NYC Regional Office, Civil Enforcement Division and MFCU's Executive team to ensure the LSA team is appropriately and effectively supporting the Unit's work and mission;
- Overseeing the preparation of legal documents, such as briefs, motions and court orders;
- Acting as the liaison between attorneys and LSAs, ensuring projects are completed accurately and timely; and
- Assisting managers with the interviewing and hiring of legal interns, legal support analysts and attorneys, including scheduling interviews and participating in these meetings; and
- Performing other duties as assigned.

### Applicants should possess the following qualifications:

- A bachelor's degree and at least five (5) years of relevant work experience as either a paralegal specialist, case manager, legal assistant or legal office manager, however, the Unit will consider well-qualified applicants who have fewer years of experience;
- Prior experience supervising and/or training and coaching staff;
- Familiarity with the NYC courts, civil and criminal terms;
- Comfortable learning new software applications and using technology to complete legal work; proficiency using the MS Office Suite (Excel, Access and Outlook); and prior experience using eDiscovery platforms and legal research applications is preferred;
- Strong verbal and written communication skills, and the ability to develop and maintain productive working relationships with staff from all levels of the organization;
- Motivated, proactive and organized with the ability to self-manage priorities and meet tight deadlines; and
- Adept at working independently and in a group setting.

**The annual salary for this position is \$83,478 + \$3,087 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: [MFCU NYC SLA 6300](#)

**To ensure consideration, applications must be received by close of business on December 1, 2023.**

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

- **Cover Letter**
  - You may address to Legal Recruitment.
  - Indicate why you are interested in a position with MFCU and what makes you a strong candidate.
- **Resume**
- **Writing Sample**
  - Your sample should demonstrate your ability to analyze and organize information to create 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.
  - Indicate the nature and duration of your relationship to each reference.
  - Include contact information 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 or need assistance with submitting your application, please contact Legal Recruitment via email at [recruitment@ag.ny.gov](mailto:recruitment@ag.ny.gov) or phone at 212-416-8080.**

**For more information about the OAG, please visit our website: [ag.ny.gov](http://ag.ny.gov)**