



Division of Economic Justice
Bureau of Internet and Technology - New York City
Research Analyst
Reference No. BIT_NYC_RA_6302

Application Deadline is December 15, 2023

The Office of the New York State Attorney General (OAG) is seeking a talented and motivated professional for the position of Research Analyst in the [Bureau of Internet and Technology](#) (BIT). The Research Analyst will support a range of BIT investigations, initiatives, and enforcement actions through investigative work, research, analysis, and legal support. This position will be based in New York City and report to the Bureau Chief and Deputy Bureau Chief.

BIT enforces civil laws that protect New Yorkers on a wide range of matters relating to the Internet and technology. BIT's work routinely involves the world's largest tech companies, and frequently garners national attention. In recent years, BIT's investigations have included matters related to spyware, child safety online, online hate speech, net neutrality, privacy, data security and data breaches, and online fraud.

Some of BIT's work will be dedicated to civil laws that protect New Yorkers from online bias-based violence and intimidation related to race, color, national origin, ancestry, gender, religion, religious practice, age, disability, or sexual orientation.

Duties:

- Supporting BIT's investigations by developing and compiling facts through online research using a variety of data sources and other investigative techniques;
- Drafting letters, reviewing documents, processing documents turned over during discovery, preparing demonstrative exhibits, and aiding attorneys in court proceedings;
- Reviewing and analyzing data breaches and related notifications;
- Collecting, cleaning, and formatting large quantities of data, including from publicly available API sources, websites, PDFs, and other difficult-to-access sources;
- Analyzing data from large data sets, including from pulls of publicly available information;
- Developing metrics, statistics, and other tracking methods to measure, assess, and archive this data;
- Converting complex data into easily comprehensible reports, PowerPoint presentations, and other data visualizations to identify investigation targets and for litigation purposes;
- Assisting in the preparation of public reports through research, drafting, editing, and proof-reading;
- Assisting with the intake and analysis of information through various channels regarding acts of violence planned or promoted through social media platforms including complaints, tips, referrals, independent research, and news and social media;
- Interfacing with other OAG bureaus and teams, including the Research and Analytics Department, to query databases and other data analytics tools;
- Presenting findings and recommendations to BIT staff, including participating in Bureau strategy meetings; and
- Working collaboratively with BIT attorneys and legal support staff to execute the Bureau's mission.

Qualifications:

- A bachelor's degree is required;
- Either through coursework or prior work experience, applicants should be familiar with Internet-related policy issues, Internet technologies, and basic data security;
- Demonstrated experience in data analysis and visualization is preferred;
- Computer technology or data security training, experience using e-discovery platforms, and/or proficiency in languages other than English are all pluses;

- Strong technology skills that include using MS Access and Excel to manage large data sets, proficiency with Lexis/Nexis or similar research databases, conducting strategic internet searches and preserving webpages, and using presentation software such as PowerPoint;
- Excellent research, analytic, organization, communication (verbal and written), and presentation skills;
- Ability to communicate and collaborate effectively with staff at all levels and with external partners and stakeholders;
- Entrepreneurial, proactive, and self-directed, with effective time management skills; and
- Adept at learning and assimilating new and complex information.

The annual salary for this position is \$64,393 + \$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: [BIT NYC RA 6302](#)

To ensure consideration, applications must be received by close of business on December 15, 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 this position 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 BIT'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 provide 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 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