



**Division of State Counsel  
Claims Bureau – New York City  
Medical Analyst  
Reference No. CLA\_NYC\_MA\_6299**

**Application Deadline is December 8, 2023  
Opportunity for Registered Nurses or Licensed Physicians**

The Medical Malpractice Unit of the [Claims Bureau](#) in the Office of the New York State Attorney General (OAG) is seeking an experienced Medical Analyst to serve in the New York City office. The Medical Malpractice Unit is responsible for defending the State against medical malpractice claims for personal injury and/or wrongful death alleged to have been caused by the State or its employees.

Medical Analysts assigned to the Claims Bureau will analyze and review claims containing allegations of medical malpractice; assist attorneys in the preparation and defense of medical malpractice cases; review voluminous medical records; draft detailed memorandum outlining the medical treatment offered and determine if appropriate care and treatment was rendered; perform relevant medical research and literature searches relevant to the allegations; assist attorneys and others on medical issues; and communicate with hospital medical staff and risk managers.

The ideal candidate must have a current license, and be registered to practice **as a registered professional nurse or licensed physician in New York State**. It is preferred that the candidate have at least **three (3) years of registered nursing experience or licensed physician experience** in one or more of the following areas: Obstetrics/Gynecology, Geriatrics, Emergency Medicine or Medical/Surgical.

**The salary for this position is \$78,191 + \$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: [CLA NYC MA 6299](#)

**To ensure consideration, applications must be received by close of business on December 8, 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.
- **Resume**
- **Medical Writing Sample**
- **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](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)**