



Executive Division

Legal Support Analyst – New York City

Reference No. EXEC/POHI_NYC_LSA_6303

Application Deadline is December 29, 2023

The Office of the New York State Attorney General (OAG) is seeking a talented and motivated candidate for a Legal Support Analyst (LSA) position in the Executive Division. The LSA will support the OAG's [Protect Our Homes Initiative](#) (POHI) which seeks to preserve ownership by protecting New York homeowners from fraud and scams. Applicants who are available to work in this position for at least two (2) years are preferred.

In 2020, the OAG launched the POHI to protect homeowners from deed-theft scams through community education and outreach, enforcement actions, and policy and legislative proposals. Deed theft is a real estate scam that targets vulnerable homeowners who are in financial distress but have equity in their home. Through misrepresentation or fraud, homeowners are induced into signing over title to their property. This puts homeowners at risk of losing their home, often their primary financial asset, and possible eviction from their communities. The OAG has organized an interdisciplinary team with expertise in both criminal and civil enforcement to support the POHI. The LSA is a key member of this team and will provide investigative and legal support, complete policy analysis assignments, and engage in community outreach and education.

The duties of the LSA will include, but will not be limited to, the following:

Investigative and Legal Support Functions

- Analyzing complaint information and other data to identify misconduct and opportunities for enforcement;
- Developing metrics, statistics and other tracking methods to measure, assess, and archive this data;
- Investigating complaints, including interviewing witnesses, conducting research, and reviewing documents;
- Drafting subpoenas, processing documents turned over during discovery, preparing demonstrative exhibits, and aiding attorneys in investigations.
- Coordinating with other OAG bureaus and departments, including the Research and Analytics Department, Consumer Frauds and Protection Bureau, Criminal Division, and Regional Offices on enforcement matters.

Policy Analysis, Community Outreach, and Public Education Functions

- Preparing fact sheets, talking points, educational resources, presentations, and other materials;
- Fostering productive relationships with organizations, public officials, law enforcement agencies, and other stakeholders;
- Attending and coordinating meetings, visits, and other outreach events;
- Coordinating, as needed, with the OAG's Communications, Intergovernmental Affairs, and Policy & Legislative teams to provide information and support for related priorities, initiatives, and outreach strategies; and
- Working collaboratively with OAG attorneys and legal support staff.

Qualifications for the LSA position are as follows:

- **A bachelor's degree is required;**
- Through either work experience or course study, applicants must be familiar with public policy, racial justice, fair housing, and/or consumer protection issues;
- Strong technology skills are preferred, including using MS Access and Excel to manage 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;
- Proactive and self-directed with effective time management skills;

- Adept at learning and assimilating new and complex information; and
- Ability to communicate and collaborate effectively with all levels of staff.

The salary for this position is \$59,134 + \$3,087 in location pay. The final salary will be determined after a complete evaluation of the selected candidate's qualifications. 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: [EXEC/POHI NYC LSA 6303](#)

To ensure consideration, applications must be received by close of business on December 29, 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 the OAG'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