



Executive Division

Investigative Analyst – New York City

Reference No. EXEC_NYC_IA_6304

Application Deadline is January 5, 2024

The Office of the New York State Attorney General (OAG) is seeking an experienced and motivated candidate for the position of Investigative Analyst (IA) in the Executive Division. The IA's work will primarily involve evaluating deed theft and other homeowner and housing-related complaints in coordination with attorneys in bureaus such as Consumer Frauds, Real Estate Enforcement, and Housing Protection. The IA may also assist with constituent complaints that come into the Executive Division and other legal matters and priority initiatives that are of heightened importance to the OAG. The IA will report to the Managing Director for the Office of the First Deputy and be located at the New York City office. We will consider applications from both experienced and well-qualified entry-level applicants.

The IA will be responsible for completing a variety of investigative and legal support duties, including the following:

- Managing a caseload of active investigations both independently and in coordination with the OAG's Research and Analytics Department and attorneys from various stakeholder bureaus/units;
- Reviewing intakes to identify complaints and allegations, including identifying patterns and making recommendations to escalate/prioritize matters;
- Communicating with complainants, witnesses, and other involved parties in writing, by phone, and in person;
- Developing investigative plans;
- Completing field work, including conducting complainant and witness interviews, and traveling to observe possible misconduct and obtaining evidence;
- Reviewing, analyzing, and synthesizing evidence;
- Preparing written investigative reports and summarizing the facts accurately and succinctly;
- Drafting subpoenas, requests for materials, and completing other writing and research assignments as needed;
- Discussing investigative findings and recommendations with supervisor and attorneys;
- Documenting all work in an online record-keeping system; and
- Supporting various statewide initiatives and other special projects as needed.

Applicants for the IA position must have the following qualifications:

- A bachelor's degree and at least three (3) years of relevant work experience are required;
- Applicants with prior experience investigating constituent complaints are strongly encouraged to apply;
- Strong interpersonal skills, including demonstrated experience interviewing witnesses about complex and/or sensitive topics, including working with and/or engaging people from historically marginalized communities;
- Proactive and detailed-oriented with strong writing, reasoning, and organization skills;
- Able to work well independently and effectively contribute to a team, including self-managing deadlines/priorities;
- Sound judgement with the ability to handle confidential information with sensitivity and discretion;
- Comfort using technology, including proficiency with Microsoft Word and Excel, and conducting effective online and open source searches;
- Availability for occasional travel within New York State, a valid driver's license, and the ability to operate a motor vehicle is preferred;
- Proficiency in other languages is a plus; and
- Applicants who are available to work in this position for at least two (2) years are strongly preferred.

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 are being received online. To apply, click on the following link: [EXEC NYC IA 6304](#)

To ensure consideration, applications must be received by close of business on January 5, 2024.

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 Division'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: ag.ny.gov