



## **Division of Criminal Justice**

### **Public Integrity Bureau, Real Estate Enforcement Unit—New York City**

#### **Legal Support Analyst**

**Reference No. PIB/REEU\_NYC\_LSA\_6305**

### **Application Deadline is January 12, 2024**

The Office of the New York State Attorney General (OAG) is seeking talented applicants who are committed to public service for a full-time, Legal Support Analyst (LSA) position in its [Real Estate Enforcement Unit](#) (REEU) in the New York City office. The LSA will serve a critical role in the bureau by performing both investigative and legal support functions. Additionally, the LSA will be a part of project-specific teams comprised of attorneys and investigators conducting long-term, criminal investigations and will assist with the prosecution of criminal defendants.

REEU investigates and prosecutes cases involving the theft of homes from their owners (deed theft), mortgage fraud, short sale scams, construction fraud, tenant harassment, and related frauds committed upon city and state agencies, private citizens, and not-for-profits. As part of the OAG's Criminal Division and the [Public Integrity Bureau](#) (PIB), REEU includes attorneys, investigators, auditors, and analysts who conduct complex, long-term criminal investigations and prosecute cases from charging through conviction. REEU also engages with the public and not-for-profits in detecting and prosecuting all real estate related crimes. PIB Investigates and prosecutes public corruption crimes committed by public employees, elected officials, candidates for public office, and people and entities that steal from the government. REEU LSAs may also be assigned to assist with PIB cases.

#### **The responsibilities of the LSA will include, but are not limited to, the following:**

- Reviewing and organizing documents and other evidence;
- Aiding attorneys in court proceedings;
- Identifying and locating potential sources of relevant information;
- Drafting subpoenas and following up with subpoena recipients;
- Analyzing large amounts of data and presenting it in a cogent manner such as in a report or demonstrative chart and proposing next steps in investigations;
- Assisting with witness interviews;
- Maintaining internal databases on the status of cases or investigations;
- Processing documents to be turned over during discovery;
- Creatively using search engines and social media to support investigative work;
- Developing proficiency using law enforcement databases;
- Organizing case files and providing legal and office support;
- Building professional relationships with law enforcement partners; and
- Gaining experience in criminal law and investigations in New York State.

**A bachelor's degree is required for the position.** Applicants must have excellent organizational, time management, and multitasking skills. The ability to analyze and synthesize large amounts of information, strong written and verbal communication skills, attention to detail and accuracy, as well as familiarity with Microsoft Word, Excel, and Outlook, are also required. Applicants should have experience researching and analyzing documents and possess a demonstrated interest in the law and law enforcement. Applicants who have prior relevant real estate or other direct industry experience are ideal. Finally, applicants who are available to work in this position for at least two (2) years are preferred.

**The annual salary for this position is \$59,143 + \$3,087 in location pay.** 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, click on the following link: [PIB/REEU NYC LSA 6305](#)

**To ensure consideration, applications must be received by close of business on January 12, 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 Bureau'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](mailto:recruitment@ag.ny.gov) or phone at 212-416-8080.**

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