



**Division of Criminal Justice**  
**Medicaid Fraud Control Unit – New York City**  
**Legal Support Analyst**  
**Reference No. MFCU\_NYC\_LSA\_6312**

**Application Deadline is April 5, 2024**

The Office of the New York State Attorney General's (OAG) [Medicaid Fraud Control Unit](#) (MFCU) is seeking talented individuals to serve as Legal Support Analysts (LSA) in its New York City office. LSA's support the Unit by working in partnership with its attorneys, auditors, detectives, data analysts, and nurses to conduct complex, long-term healthcare fraud investigations. The position is suitable for both recent college graduates and experienced candidates and provides an excellent opportunity to gain experience in civil and criminal law in New York State.

The Medicaid program provides health coverage to millions of New Yorkers, including low-income persons, children, elderly adults, and people with developmental disabilities. MFCU is the nation's premier law enforcement agency charged with ensuring the financial integrity of New York State's \$100 billion Medicaid program by investigating healthcare providers, such as pharmaceutical companies, doctors, hospitals, and nursing homes, who engage in Medicaid billing schemes that cause harm to Medicaid recipients and the loss of millions of dollars to the State of New York. MFCU also works to protect elderly and disabled New Yorkers by investigating reports of abuse and neglect in nursing homes and other residential health care facilities in the state.

Additionally, MFCU investigates reports of abuse and neglect at nursing homes and other health care facilities in New York. The importance of this work is highlighted in the [OAG's report](#) investigating allegations of COVID-19-related neglect of nursing home residents across New York State. Continuing this critical work, MFCU has recently filed four major lawsuits against nursing homes, including [Centers Health Care](#), [Cold Spring Hills Center for Nursing and Rehabilitation](#), [The Villages of Orleans Health and Rehabilitation Center](#), and [Fulton Commons Care Center, Inc.](#)

Additional significant cases include [the sentencing of a Bronx clinic owner for stealing more than \\$4 million](#) and the [extradition from Pakistan and indictment of Medicaid fraud ringleader](#).

**Duties:**

- Assisting attorneys with case organization and management;
- Reviewing and organizing documents and other evidence;
- Utilizing eDiscovery software;
- Filing court documents electronically, as well as in person at various courts;
- Identifying and locating potential sources of relevant information;
- Analyzing large amounts of data and presenting it in a cogent manner;
- Being adept and creative in the use of search engines and social media for investigations;
- Developing proficiency using law enforcement databases;
- Organizing case files and providing legal and office support; and
- Building and maintaining professional relationships with various New York state, local, and federal agencies and law enforcement partners.

**Qualifications:**

- Bachelor's degree;
- Proficiency with fundamental computer applications, such as Word, Excel, and Outlook, as well as the ability to learn new computer applications;
- Prior familiarity with and experience using eDiscovery and legal research applications is a plus;

- The ability to analyze and synthesize large amounts of information;
- Excellent written and verbal communication skills and a high attention to detail;
- Strong organizational, time management, and multitasking skills;
- The ability to function as an integral part of an investigative team and work in a group setting; and
- 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, please click on the following link: [MFCU NYC LSA 6312](#)

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

Applicants must be prepared to submit a complete application consisting of the following:

- **Cover Letter**
  - You may address your letter to the Legal Recruitment Unit.
  - 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 Unit'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.
  - For each reference, indicate the nature and duration of your relationship.
  - Include contact information and email addresses for each reference.
  - Please note that 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)**