



Division of Social Justice

Law Enforcement Misconduct Investigative Office – New York City

Investigative Analyst

Reference No. LEM_NYC_IA_6324

Application Deadline is June 28, 2024

The Office of the New York State Attorney General is seeking an experienced and motivated candidate for the position of Investigative Analyst (IA) in the [Law Enforcement Misconduct Investigative Office](#) (LEMIO) in New York City. LEMIO is a first-of-its-kind statewide oversight body charged with identifying and addressing systemic police misconduct. LEMIO seeks to improve the effectiveness of law enforcement, promote public safety, protect the civil rights and liberties of New Yorkers, as well as enhance transparency and strengthen public trust in the criminal justice system. This position is located in New York City and reports to the Senior Investigative Analyst.

The Office was created by the New York State Legislature in June of 2020 in the wake of the killing of George Floyd and its implementing legislation went into effect April 2021. The Legislature's intent was to create a "strong, independent office" which would improve the current police oversight structure "by providing broad jurisdiction, independence, and extra scrutiny where existing systems may be failing."

LEMIO has a broad mandate to investigate "allegations of corruption, fraud, use of excessive force, criminal activity, conflicts of interest, or abuse" as well as patterns and practices of police misconduct. LEMIO will be responsible for investigating complaints, examining departmental policies and procedures, and making recommendations for reform, including disciplinary action.

The IA will be responsible for completing investigative assignments in support of LEMIO's work, including but not limited to, the following:

- Managing a caseload of active investigations, both independently and in coordination with LEMIO attorneys;
- Reviewing intakes to identify complaints and allegations of police misconduct, including identifying patterns and making recommendations to escalate/prioritize matters;
- Developing investigative plans;
- Reviewing, analyzing, and synthesizing evidence such as police documents, medical records, audio and video files, etc.;
- Preparing written investigative reports and summarizing the facts accurately and succinctly;
- Completing field work, including canvassing for witnesses, scheduling and conducting witness interviews, and traveling to where misconduct may have occurred to obtain evidence such as photos, measurements, and video and audio footage;
- Assisting with other investigative and case-related work such as drafting subpoenas, requests for materials, and completing other writing and research assignments as needed;
- Discussing investigative findings and recommendations with supervisors and LEMIO attorneys;
- Documenting all work in record-keeping systems; and
- Providing support for stakeholder outreach and other activities as needed.

Applicants for the IA position must have the following qualifications:

- A bachelor's degree and at least two (2) years of relevant work experience preferably in an investigative capacity are required;
- Availability for regular travel in assigned region, a valid New York State Driver's License, and the ability to operate a motor vehicle are also required;

- Applicants with experience investigating police misconduct, using law enforcement databases to complete research, and a knowledge of policing practices and procedures and applicable laws and regulations 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, Excel, and searching social media; and
- Proficiency in other languages, in addition to English, is a plus.

The annual salary for this position is \$66,325 + \$3,400 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: [LEM NYC IA 6324](#)

To ensure consideration, applications must be received by close of business on June 28, 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 a position with LEMIO 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 include 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 or phone at 212-416-8080.

For more information about the OAG, please visit our website: www.ag.ny.gov