



**Division of Criminal Justice**  
**Criminal Enforcement and Financial Crimes Bureau – Albany**  
**Legal Support Analyst**  
**Reference No. CEFC\_LSA\_ALB\_6331**

**Application Deadline is August 9, 2024**

The Office of the New York State Attorney General’s (OAG) [Criminal Enforcement and Financial Crimes Bureau](#) (CEFC) is seeking talented candidates for the position of Legal Support Analyst (LSA) in the Albany office. LSAs work closely with Assistant Attorneys General, detectives, and forensic auditors to investigate and prosecute complex financial schemes and white-collar crimes, including securities and investment fraud, internet-based fraud schemes, insurance and public benefits fraud, and tax crimes.

The LSA will be involved in CEFC’s cases at all stages and will be an integral member of the investigative team. LSAs serve a critical role in the bureau and perform both investigative and legal support functions. Specifically, LSAs are responsible for conducting investigative assignments such as drafting subpoenas, reviewing documents, searching commercial and law enforcement databases, analyzing phone and bank records, and monitoring electronic surveillance. In addition, LSAs perform legal support tasks, such as processing documents to be turned over during discovery, preparing demonstrative exhibits, aiding Assistant Attorneys General in court proceedings, and testifying in the grand jury and at trial. Please note that this is not an attorney position and LSAs do not typically conduct legal research.

A **bachelor’s degree is required** for the position. Additionally, the individual selected for the LSA position must have excellent organizational, time management, and multitasking skills. The ability to analyze and synthesize large amounts of information, excellent written and verbal communication skills, attention to detail and accuracy, as well as familiarity with Microsoft Word, Excel, and Outlook, are also required. In addition, the ideal candidate will have experience researching and analyzing documents and possess a demonstrated interest in the law and law enforcement. 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 \$60,917.** 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: [CEFC LSA ALB 6331](#)

**To ensure consideration, applications must be received by close of business on August 9, 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 CEFC 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](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)**