



Division of Criminal Justice
Office of Special Investigation – New York City
Legal Support Analyst
Reference No. OSI_NYC_LSA_6330

Application Deadline is August 2, 2024
Entry Level Opportunity for College Graduates

The Office of the New York State Attorney General is seeking a talented candidate for the position of Legal Support Analyst (LSA) in the [Office of Special Investigation](#) (OSI) in New York City. OSI's members investigate incidents throughout the state in which a police officer or a peace officer (including a corrections officer) has caused the death of a person. If warranted, OSI's attorneys seek charges in connection with the incident and prosecute any resulting indictment. The LSA position provides a unique and exciting opportunity to join a team of experienced felony and homicide prosecutors, legal support staff, and detective investigators who work together to enhance transparency and strengthen public trust in the criminal justice system. The LSA reports to the Supervising Legal Support Analyst.

LSAs serve a critical role in the bureau, performing investigative and legal support functions. In the course of OSI's homicide investigations, the key responsibilities of an LSA will include:

- Reviewing and analyzing extensive documents and evidence, including medical records
- Reviewing and analyzing police officer's body-worn camera footage and surveillance video (*Please note because the videos in OSI's cases relate to homicide investigations, they may have images and audio that some may find disturbing*)
- Monitoring social media for relevant information
- Organizing case files and providing legal support
- Drafting internal memos and preparing published reports
- Processing and organizing documents to be produced for discovery
- Preparing court exhibits for trial, including video exhibits
- Aiding attorneys in court proceedings

Additionally, LSAs assist with the review and preparation of videos released by the OAG publicly and in response to Freedom of Information Law (FOIL) requests. This involves creating video montages and integrating various media formats. They also collaborate in compiling documents for OSI attorneys' review and coordinate with the OAG's FOIL Office to ensure timely and thorough processing of requests.

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, strong written and verbal communication skills, attention to detail and accuracy, as well as proficiency with Microsoft Word, Excel, and Outlook are also required. Familiarity with video editing software is beneficial but not required; comfort working with video technology or a willingness to learn is required. Experience with FOIL requests is desirable. The ideal candidate must 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 + \$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: [OSI NYC LSA 6330](#)

To ensure consideration, applications must be received by close of business on August 2, 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 OSI 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