



**Division of Economic Justice**  
**Investor Protection Bureau**  
**Digital Assets Analyst – New York City**  
**Reference No. IPB\_NYC\_DAA\_6344**

**Application Deadline is November 22, 2024**

The Office of the New York State Attorney General (OAG) is seeking a Digital Assets Analyst to support digital assets investigations conducted by the [Investor Protection Bureau](#) (IPB). IPB, which has both regulatory and enforcement authority, protects the public from fraud and misrepresentations in the offer and sale of securities, commodities, and other investment products. The analyst will help IPB attorneys identify and investigate fraud and other deceptive practices involving digital assets. The analyst will regularly interface with internal and external OAG partners, such as OAG's Research and Analytics Department, district attorneys' offices, state and federal securities regulators, and federal criminal enforcement. The analyst position is located in New York City and reports to the Bureau Chief and Deputy Bureau Chief.

**Duties:**

- Evaluating and analyzing intakes and other intelligence, including complaints involving digital assets; searching blockchain data, social media, and other sources to identify patterns of misconduct and opportunities for enforcement; and presenting findings and recommendations to escalate/prioritize matters;
- Remaining current on emerging dynamics in the field and developing expertise with a variety of blockchain and crypto analysis tools and resources;
- Analyzing digital asset transactions and smart contracts using both open-source and third-party tools;
- Developing and implementing techniques and tools to utilize and analyze key data and information to support IPB's investigations and cases;
- Converting complex data into easily comprehensible reports, memos, fact sheets, talking points, PowerPoint presentations and data visualizations;
- Working with outside vendors, such as expert witnesses;
- Preparing and delivering internal trainings regarding digital assets, industry trends, and the use of various tools to conduct blockchain analyses;
- Attending meetings regarding case strategy, serving as a subject-matter expert in examinations and depositions, and testifying in hearings and at trial, as needed, regarding blockchain and cryptocurrency analysis and attribution; and
- Cultivating professional relationships and contacts at other state and federal agencies engaged in similar work.

**Qualifications:**

- A demonstrated familiarity with and understanding of the technical aspects of crypto asset transactions, markets, and processes, including blockchain technology and decentralized finance protocols;
- Deep understanding of market structure, including complex and novel crypto protocols;
- Demonstrated understanding of smart contract analysis including the functionalities and dependencies of smart contracts used to manage funds;
- Experience tracing crypto;
- Experience analyzing large data sets and proficiency in maintaining and querying databases;
- Ability to use data to describe and support analysis and conclusions;
- Strong technology skills including using MS Access and Excel to manage large data sets, proficiency with LexisNexis or similar research databases, conducting strategic internet searches and preserving webpages, and using presentation software such as PowerPoint;

- Excellent research, analytic, organization, presentation, and communication (verbal and written) skills, including the ability to communicate highly technical concepts accessibly;
- Entrepreneurial, proactive, and self-directed with effective time management skills;
- Adept at learning new software applications and assimilating complex information;
- Preferred ability to help find and monitor OSINT (open-source intelligence) data; and a
- Two-year commitment is a condition of employment.

**The salary range for this position is \$66,325 + \$3,400 in location pay.** The final salary will be determined after a complete evaluation of the selected candidate's qualifications. 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: [IPB NYC DAA 6344](#)

**To ensure consideration, applications must be received by close of business on November 22, 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 OAG's ability to better serve the diverse population of this state.
- **Resume**
- **Writing Sample**
  - A sample research synthesis or data analysis is preferred.
  - Your sample should demonstrate your ability to analyze and organize information into an effective, well-organized, and error-free document.
  - 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, 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)**