



Division of Criminal Justice
Office of Special Investigation – New York City
Digital Evidence Analyst
Reference No. OSI_NYC_DEA_6346

Application Deadline is November 1, 2024
Entry Level Opportunity for College Graduates

The Office of the New York State Attorney General (OAG) is seeking a talented candidate for the position of Digital Evidence Analyst (Analyst) in the [Office of Special Investigation](#) (OSI) in New York City. Primarily, the Analyst will assist with reviewing incoming requests under the Freedom of Information Law (FOIL) and preparing and redacting videos and other digital files for production under FOIL and for public release by the OAG as part of the office's commitment to transparency. This includes creating video montages and integrating various media formats; compiling documents and evidence for review by OSI attorneys; and coordinating with the OAG's FOIL Office to ensure timely and thorough processing of all requests.

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 Analyst 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.

Duties:

- Assist OSI attorneys by ensuring OSI FOIL requests are reviewed, evaluated, prioritized, and processed in a timely fashion and according to OAG policies and state law.
- Analyze digital files (including audio, video, photographs, etc.) to identify, extract, and process footage for redaction and dissemination to requestors, ensuring sensitive footage is appropriately and accurately redacted. *(Please note because the videos in OSI's cases relate to homicide investigations, they may have images and audio that some may find disturbing.)*
- Utilize technology and software to prepare digital files for use in OSI FOIL/discovery requests, reports, press releases, and court proceedings.
- Regularly interface and liaise with OSI attorneys and the OAG's FOIL Office on all active requests to determine responsive files/documents and ensure accurate, complete, and timely redaction.
- Support digital evidence file maintenance and storage activities including identifying, collecting, preserving, and cataloging OSI's digital evidence ensuring it is properly stored and easily retrievable.
- Remain current on changes in redaction procedures and technology, and continuously seek ways to improve and streamline redaction processes.
- Support OSI's active investigations and cases by performing various investigative and legal support functions as needed.
- Other projects and duties as needed, including developing internal trainings and resource materials related to digital evidence preparation and redaction.

Required Qualifications:

- A bachelor's degree is required for this position.
- Excellent technology skills, including the ability to quickly learn new and specialized software and computer applications.
- Proficiency with the MS Office Suite, including Word, Outlook, Excel, and PowerPoint.
- Ability to identify and extract pertinent information from a wide variety of digital files.

- A high attention to detail and accuracy, including the ability to handle/process confidential/sensitive information with discretion and integrity.
- Excellent verbal and written communication skills, with the ability to analyze, synthesize, and distill large amounts of information.
- Proactive with strong time management and organization skills, capable of self-managing priorities and deadlines.
- Highly collaborative, with the effective relationship management skills, including the ability to work well independently and as a member of a team.
- Applicants who are available to work in this position for at least two (2) years are preferred.

Preferred Skills/Experience:

- Experience using video editing and/or redaction software.
- Experience using eDiscovery tools/software.
- Experience processing and responding to information requests such as discovery, FOIL/FOIA, etc.
- Experience working in a government, law firm, and/or law enforcement setting.
- Digital forensics/evidence skills and/or certification.
- Data visualization and data analysis skills.

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 DEA 6346](#)

To ensure consideration, applications must be received by close of business on November 1, 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