



**Criminal Justice Division**  
**Organized Crime Task Force – White Plains**  
**Legal Support Analyst**  
**Reference No. OCTF\_WP\_LSA\_6352**

**Application Deadline is January 17, 2025**

The Office of the New York State Attorney General is seeking a talented candidate for the position of Legal Support Analyst (LSA) in the [Organized Crime Task Force](#) (OCTF) in White Plains. The LSA will work closely with a team of Assistant Deputy Attorneys General and Detectives to investigate and prosecute organized crime cases in New York state.

The LSA will be involved in OCTF'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, including searching databases, drafting subpoenas, writing reports, and analyzing and synthesizing large volumes of phone and bank records. The LSA will assist in executing wiretaps, analyzing intercepted communications, and identifying targets. The LSA will also assist attorneys and investigators in preparing for grand jury presentations, arrests, and prosecution, including processing documents to be turned over during discovery. Additionally, the LSA will be expected to support OCTF attorneys by performing a variety of administrative duties, including preparing legal documents and correspondence, answering phones, communicating with court personnel, maintaining case files, and organizing and copying documents.

This is a full-time, entry-level position. A **bachelor's degree is required** for the position. Additionally, the selected individual 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 social media, are also required. The ideal candidate will have experience researching and analyzing documents, possess a strong interest in law enforcement and criminal investigations, and demonstrate an eagerness to contribute to the direction and success of OCTF's cases. 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 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, 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: [OCTF WP LSA 6352](#)

**To ensure consideration, applications must be received by close of business on January 17, 2025.**

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 OAG 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 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 OAG, 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 OAG, please visit our website: [ag.ny.gov](http://ag.ny.gov)