



State Counsel Division
Litigation Bureau – New York City
Legal Support Analyst
Reference No. LIT/LEPG_NYC_LSA_6374

Application Deadline is March 28, 2025

The Office of the New York State Attorney General's (OAG) [Litigation Bureau](#) is seeking a talented and motivated candidate to serve as a Legal Support Analyst (LSA) in the Law Enforcement Practice Group (LEPG) in the New York City office. The LSA will be supervised by a Section Chief and work closely with Assistant Attorneys General in LEPG to investigate and defend litigation against the state's public safety agencies and officials.

LEPG attorneys and support staff principally represent and defend the state's public safety agencies – including, among others, the Department of Corrections and Community Supervision, State Police, Division of Criminal Justice Services, Division of Homeland Security and Emergency Services, and Division of Military and Naval Affairs – in federal and state court actions involving a wide variety of substantive legal issues. The LEPG also handles a number of class actions and complex litigation matters concerning challenges to important government programs and policies in the corrections and criminal justice fields.

Duties:

- Assist LEPG attorneys by performing both investigative and legal support functions.
- Identify and locate potential sources of relevant information.
- Gather, review, and analyze documents, including drafting agency document requests and subpoenas.
- Prepare and process documents to be turned over during discovery.
- Utilize eDiscovery software as part of the document review and production process.
- Assist in the preparation of motion papers, discovery demands, and responses.
- Assist LEPG attorneys in preparing for court proceedings, including evidentiary hearings and jury trials.
- Being adept and creative in the use of search engines and social media for the retrieval of relevant information, including law enforcement databases.
- Organize case files and provide legal and general office support, including utilizing OAG's electronic case management system and inputting data.
- Build and maintain professional relationships with law enforcement agencies and partners.
- Perform other tasks as assigned.

Qualifications:

- A bachelor's degree is required.
- Strong organizational, time management, and multitasking skills.
- Excellent verbal communication and writing, editing, and proofreading skills, including strong attention to detail.
- The ability to analyze and synthesize large amounts of information.
- Proficiency with fundamental computer applications, such as Word, Excel, Teams, and Outlook, as well as the ability to learn new computer applications.
- Prior familiarity with and experience using eDiscovery platforms, legal research applications, or case management systems is a plus.
- A team player who can function as an integral part of a litigation team and work in a group setting.
- Demonstrated interest in public service and law enforcement.
- Applicants who are available to work in this position for at least two (2) years are strongly preferred.

The annual salary for this position is \$60,917 plus \$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: [LIT/LEPG NYC LSA 6374](#)

To ensure consideration, applications must be received by close of business on March 28, 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 both the position title and reference number (Legal Support Analyst, LIT/LEPG_NYC_LSA_6374).
 - 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 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**
 - Submit only 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 or phone at 212-416-8080.

For more information about OAG, please visit our website: ag.ny.gov