



Executive Division
Protect Our Homes Initiative – New York City
Investigative Analyst
Reference No. EXEC/POHI_NYC_IA_6398

Application Deadline is October 10, 2025

The Office of the New York State Attorney General (OAG) is seeking an experienced and motivated candidate for the position of Investigative Analyst (IA) in the Executive Division. The IA will support OAG's [Protect Our Homes Initiative](#) (POHI) which seeks to preserve ownership by protecting New York homeowners from fraud and scams.

The IA's work will primarily involve evaluating deed theft and other homeowner and housing-related complaints in coordination with attorneys in the Executive Division and bureaus/units such as Consumer Frauds, Real Estate Enforcement, and Regional Offices. The IA may also assist with constituent complaints that come into the Executive Division and other legal matters and priority initiatives that are of heightened importance to OAG. The IA will report to the Special Counsel for the Protect Our Homes Initiative, and the position is located at the New York City office. We will consider applications from both experienced and well-qualified entry-level applicants.

Duties:

- Managing a caseload of active investigations both independently and in coordination with attorneys from various stakeholder bureaus/units and regional offices;
- Reviewing intakes to identify complaints and allegations, including identifying patterns and making recommendations to escalate/prioritize matters;
- Communicating with complainants, witnesses, and other involved parties in writing, by phone, and in person;
- Developing investigative plans;
- Completing field work, including conducting complainant and witness interviews, and traveling to observe possible misconduct and obtaining evidence;
- Reviewing, analyzing, and synthesizing evidence;
- Preparing written investigative reports and summarizing the facts accurately and succinctly;
- Drafting subpoenas, requests for materials, and completing other writing and research assignments as needed;
- Discussing investigative findings and recommendations with supervisor and attorneys;
- Documenting all work in an online record-keeping system; and
- Supporting various statewide initiatives and other special projects as needed.

Qualifications:

- A bachelor's degree and at least three (3) years of relevant work experience are required;
- Applicants with prior experience investigating constituent complaints are strongly encouraged to apply;
- Strong interpersonal skills, including demonstrated experience interviewing witnesses about complex and/or sensitive topics, including working with and/or engaging people from historically marginalized communities;
- Proactive and detailed-oriented with strong writing, reasoning, and organization skills;
- Able to work well independently and effectively contribute to a team, including self-managing deadlines/priorities;
- Sound judgement with the ability to handle confidential information with sensitivity and discretion;
- Comfort using technology, including proficiency with Microsoft Word and Excel, conducting effective online and open-source searches, and using search engines and investigative databases;
- Availability for occasional travel within New York state, a valid driver's license, and the ability to operate a motor vehicle is preferred;
- Proficiency in other languages is a plus; and
- 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 \$68,315 plus \$4,000 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: [EXEC/POHI NYC IA 6398](#)

To ensure consideration, applications must be received by close of business on October 10, 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 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.
- **Reference List**
 - Submit a list of three (3) 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.