



**Division of Criminal Justice**  
**Criminal Enforcement and Financial Crimes Bureau – New York City**  
**Deputy Supervising Analyst**  
**Reference No. CEFC\_DSA\_NYC\_6136**

The [Criminal Enforcement and Financial Crimes Bureau](#) of the New York State Office of the Attorney General (OAG) is seeking talented candidates for the position of Deputy Supervising Analyst (DSA). The DSA works closely with Assistant Attorneys General, investigators, and forensic auditors to investigate and prosecute complex financial schemes and white-collar crimes, including securities and investment fraud, internet-based fraud schemes, insurance and public benefits fraud, and tax crimes. The DSA position will be located in the New York City office.

The DSA serves a critical role in the bureau and perform both investigative and paralegal functions. Specifically, DSA is responsible for conducting investigative assignments such as drafting subpoenas, reviewing documents, searching commercial and law enforcement databases, analyzing phone and bank records, and monitoring electronic surveillance. In addition, the DSA performs legal support tasks, such as processing documents to be turned over during discovery, preparing demonstrative exhibits, aiding Assistant Attorneys General in court proceedings, and testifying in the grand jury and at trial. Please note that this is not an attorney position and the DSA position does not conduct legal research. **This is a full-time position and we are seeking candidates to fill the opening immediately.**

Candidates must possess a bachelor's degree and prior experience conducting investigative analysis or paralegal work in a law enforcement or government agency. Strong time-management, writing, and verbal communication skills are also required. In addition, the following qualifications are preferred: (1) managing multiple cases with tight deadlines and competing priorities; (2) developing and implementing policies and procedures; and, (3) supervising investigative analysts or paralegals in a law enforcement or government agency. Availability for occasional travel within New York State, including some overnight stays, is required.

OAG employees serve more than 19 million state residents 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. As an employee of the OAG, you will join a team of dedicated individuals who work to serve the people of our State.

*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 ensure consideration.** To apply, please click on the following link: [CEFC DSA NYC 6136](#).

Applicants must be prepared to submit a complete application consisting of the following:

- [Cover Letter](#) (You may address to Legal Recruitment);
- [Resume](#);
- Unofficial college [transcript](#);
- [Writing Sample](#); and
- List of three (3) professional [references](#) with contact information and email addresses.

***Please note: Failure to submit a complete application will delay the consideration of your application.***

If you have questions regarding a position with the OAG and the application process or you need assistance with submitting your application, please contact the Legal Recruitment Bureau 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)