



Division of Criminal Justice
Criminal Enforcement and Financial Crimes Bureau
Legal Support Analyst – New York City
Reference No. CEFC_LSA_NYC_6140

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 Legal Support Analyst (LSA) in the New York City office. LSAs work 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 LSA will be involved in CEFC'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. Specifically, LSAs are 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, LSAs perform 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 LSAs do not typically conduct legal research.

A Bachelor's degree with strong academic credentials is required for the position. Additionally, the individual selected for the LSA position 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 Outlook, are also required. In addition, the ideal candidate will have experience researching and analyzing documents and possess a demonstrated interest in the law and law enforcement.

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 are being received online. To apply, please click on the following link: [CEFC LSA NYC 6140](#)

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 a
- List of three (3) professional or academic [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 or you need assistance with submitting your application, please contact the 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