



Division of Social Justice

Law Enforcement Misconduct Investigative Office – New York

Legal Support Analyst

Reference No. LEM_NYC_LSA_6218

Application Deadline is June 10, 2022

The New York State Office of the Attorney General is seeking a talented candidate for the position of Legal Support Analyst (LSA) for its newly created [Law Enforcement Misconduct Investigative Office](#) (LEMIO) in New York City. LEMIO is a first-of-its-kind statewide oversight body charged with identifying and addressing systemic police misconduct. LEMIO seeks to improve the effectiveness of law enforcement, promote public safety, protect the civil rights and liberties of New Yorkers, as well as enhance transparency and strengthen public trust in the criminal justice system.

The Office was created by the New York State Legislature in June of 2020 in the wake of the killing of George Floyd and its implementing legislation went into effect April 2021. The Legislature's intent was to create a "strong, independent office" which would improve the current police oversight structure "by providing broad jurisdiction, independence, and extra scrutiny where existing systems may be failing."

LEMIO has a broad mandate to investigate "allegations of corruption, fraud, use of excessive force, criminal activity, conflicts of interest or abuse" as well as patterns and practices of police misconduct. LEMIO will be responsible for investigating complaints, examining departmental policies and procedures, and making recommendations for reform, including disciplinary action.

LSAs serve a critical role in the Office and perform both investigative and legal support functions. Specifically, LSAs are responsible for conducting investigative assignments such as reviewing case files and other materials, assisting with witness interviews, searching law enforcement databases and performing open source research, helping draft reports, drafting subpoenas, reviewing case footage, and conducting independent research assignments. In addition, LSAs perform legal support tasks, such as processing intakes, processing documents to be turned over during discovery or in response to Freedom of Information Law requests, preparing demonstrative exhibits, and aiding attorneys in court proceedings. Please note this is not an attorney position and LSAs do not typically conduct legal research.

This is a full-time, entry-level position. A **bachelor's degree 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 proficiency with Microsoft Word, Excel and social media, are also required. 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 \$50,288 +\$3,026 in location pay. 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.

Per Office of the Attorney General policy, confirmation of vaccination status is a condition of employment for this position. If you are not fully vaccinated, you will be required to provide weekly negative COVID-19 PCR test results. The agency will consider religious and reasonable accommodations. For more information, please contact recruitment@ag.ny.gov.

*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: [LEM NYC LSA 6218](#)

To ensure consideration, applications must be received by close of business on June 10, 2022.

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

- [Cover Letter](#)
 - You may address to Legal Recruitment.
 - Indicate why you are interested in a position with LEMIO and what makes you a strong candidate.
- [Resume](#)
- [Writing Sample](#)
- **List of three (3) references**
 - Only submit professional references, supervisory references are preferred.
 - Indicate the nature and duration of your relationship to each reference.
 - Include contact information and email addresses for each reference.
 - Please note, your references will not be contacted until after you interview for the position.

If you have questions regarding a position with the OAG and 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 the OAG, please visit our website: ag.ny.gov