



**Division of Criminal Justice**  
**Organized Crime Task Force - Syracuse**  
**Legal Support Analyst**  
**Reference No. OCTF\_SYR\_LSA\_6139**

The [Organized Crime Task Force](#) of the New York State Office of the Attorney General is seeking a **Legal Support Analyst (LSA)** to join OCTF's Syracuse office. The LSA will work closely with a team of Assistant Deputy Attorneys General and investigators to investigate and prosecute organized crime cases in New York State.

The LSA will be involved in OCTF'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, including searching databases, drafting subpoenas, analyzing and synthesizing large volumes of phone and bank records, and writing reports. The LSA will assist in executing wiretaps, analyzing intercepted communications, and identifying targets. The LSA will also assist attorneys and investigators in preparing for grand jury presentations, arrests, and prosecution, including processing documents to be turned over during discovery. Additionally, the LSA will be expected to support OCTF attorneys by performing a variety of administrative duties, including typing legal documents and correspondence, answering phones, communicating with court personnel, organizing and copying documents, and maintaining case files.

A Bachelor's degree with strong 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 social media, are also required. In addition, the ideal candidate will have experience researching and analyzing documents, possess a strong interest in law enforcement and criminal investigations, and demonstrate an eagerness to contribute to the direction and success of OCTF's cases.

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 this link: [OCTF SYR LSA 6139](#)

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

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

*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 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: [ag.ny.gov](http://ag.ny.gov).