



Division of Criminal Justice
Office of Special Investigation – Rochester
Legal Support Analyst
Reference No. OSI_ROC_LSA_6217

Application Deadline is June 8, 2022

The New York State Office of the Attorney General is seeking a talented candidate for the position of Legal Support Analyst (LSA) in the [Office of Special Investigation](#) (OSI) in Rochester. OSI investigates and prosecutes criminal offenses resulting from incidents in which a police officer or peace officer causes the death of a person. The LSA position provides a unique and exciting opportunity to join a team of experienced felony and homicide prosecutors, legal support staff, and detective investigators who work together to enhance transparency and strengthen public trust in the criminal justice system.

LSAs serve a critical role in the bureau, performing investigative and legal support functions. In the course of investigations, LSAs draft subpoenas, review documents, search law enforcement databases, assist in writing reports, and review case video footage. When a matter has been indicted, LSAs assist in discovery, prepare court exhibits, and aid attorneys in court during proceedings and trials. LSAs also conduct independent research assignments on issues that arise from specific cases in the Bureau. Please note that 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. Familiarity with video editing software is beneficial but not required; comfort working with video technology and/or a willingness to learn is 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. 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: [OSI ROC LSA 6217](#)

To ensure consideration, applications must be received by close of business on June 8, 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 the Office of Special Investigation 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