

OFFICE OF THE NEW YORK STATE ATTORNEY GENERAL

Division of Criminal Justice Legal Support Analyst - New York City Reference No. DCJ_NYC_LSA_2015_2

The Office of the New York State Attorney General's Division of Criminal Justice is seeking a bright, dynamic, hard-working and motivated individual committed to public service on behalf of the people of the State of New York to be a legal support analyst. This position is located in New York City.

College graduates are wanted to review and organize documents and other evidence, conduct background research, analyze data, organize case files and provide legal and office support. The legal support analyst will be a part of project-specific teams comprised of attorneys and investigators conducting confidential criminal investigations and will assist with the prosecution of criminal defendants.

The legal support analyst will be expected to summarize large amounts of data and present it in a cogent manner, identify and locate potential sources of relevant information, become proficient in the use of law-enforcement databases, be adept and creative in the use of search engines and social media, build professional relationships with law-enforcement partners, possess extreme attention to detail, and have a genuinely inquisitive nature.

Excellent communication and organizational skills, as well as proficiency with Excel, Access and similar programs, are required. Prior experience in criminal justice, investigations or legal practice is a plus.

Applicants from diverse backgrounds are encouraged to apply. The Office of the Attorney General is an equal opportunity employer. If you wish to learn more about the Office of the Attorney General, please visit the "[Divisions](#)" section on our website.

HOW TO APPLY:

Applications are being received online. To apply, please go to our website, [www.ag.ny.gov/Resources/Job Opportunities – Other Open Positions](http://www.ag.ny.gov/Resources/Job%20Opportunities%20-%20Other%20Open%20Positions)

Applicants must be prepared to submit a complete application consisting of **a cover letter, resume, writing sample, most recent transcript, and a list of three (3) references with contact information and email addresses.** You may address your cover letter to Sandra Jefferson Grannum, Esq., Bureau Chief, Legal Recruitment Bureau. ***Please note: Failure to submit a complete application will delay the consideration of your application.***

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