



Division of Criminal Justice
Medicaid Fraud Control Unit - New York City
Legal Support Analyst
Reference no. MFC_NYC_LSA_6022

The Medicaid Fraud Control Unit (MFCU) is seeking a talented individual to serve as a Legal Support Analyst. The mission of MFCU is to investigate, prosecute and obtain remedies against individuals and companies responsible for improper or fraudulent Medicaid billing schemes. The MFCU is comprised of seven statewide regional offices. The Legal Support Analyst position to be filled at this time is located in the New York City office.

The Medicaid Fraud Control Unit utilizes a team-based approach to identify and investigate fraud committed by hospitals, nursing homes, pharmacies, doctors, dentists, nurses, and other Medicaid providers. From inception through disposition, attorneys, auditors, and investigators work together to uncover complex fraudulent conduct for which the MFCU holds offenders accountable through both criminal prosecution and civil litigation.

Legal Support Analysts work closely with attorneys to review and organize documents and other evidence; organize case files; conduct legal research; and provide legal and office support, such as filing documents with local courts, photocopying, scanning and any other support needs that arise. Candidates must possess excellent communication and organizational skills, as well as be attentive to detail, capable of handling multiple tasks under pressure, and proficient in computer and database applications such as Word, Access and Excel. College degree is preferred. Prior experience in a legal practice as a clerk or paralegal is a plus.

*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 visit our careers website [here](#). Applicants must be prepared to submit a complete application consisting of the following:

- **Cover Letter** (*You may address to Sandra Jefferson Grannum, Esq., Bureau Chief, Legal Recruitment*)
- **Resume**
- **List of three (3) references with contact information and email addresses**
- **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 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