



**Division of Criminal Justice**  
**Criminal Enforcement and Financial Crimes – New York City**  
**Senior Legal Support Analyst**  
**Reference No. CEFC\_ NYC\_LSA\_2015**

The [Criminal Enforcement and Financial Crimes](#) Bureau of the Office of the New York State Attorney General is seeking to hire a Senior Legal Support Analyst (LSA). The analyst will work closely with Assistant Attorneys General, investigators, and forensic auditors to investigate and prosecute securities fraud, automobile insurance fraud, money laundering, and other related crimes in New York State. Specifically, the analyst will be responsible for conducting investigative and legal support tasks, such as searches of various databases, drafting subpoenas, writing reports, and analyzing large volumes of phone and bank records. In addition, the analyst will assist the attorneys general from case inception to final disposition by performing assignments such as scheduling witnesses, processing documents to turn over during discovery, and, if necessary, testifying in court proceedings. Please note that this is not an attorney position and LSAs do not typically conduct legal research. This location is located in New York City.

Candidates must possess a Bachelor's degree with at least three (3) years of investigative and/or legal experience, preferably in a leadership role. In addition, candidates must be able to multitask and be able to adapt to rapidly changing case priorities. The most competitive candidates will have experience with investigative programs, such as Pen-Link, Analyst's Notebook, and Accurant.

*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: <http://www.ag.ny.gov/job-postings>. 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**;
- **Writing Sample**;
- **List of three (3) references with contact information and email addresses.**

**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](mailto:recruitment@ag.ny.gov) or phone at 212-416-8080.

For more information on our Office, please visit our website: [www.ag.ny.gov](http://www.ag.ny.gov).