



**Division of Criminal Justice**  
**Legal Support Analyst - New York City**  
**Reference No. PIB\_NYC\_LSA\_6012**

The Office of the New York State Attorney General's Public Integrity Bureau 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.

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. Duties will include reviewing and organizing documents and other evidence, conducting background research, analyzing data, organizing case files and providing legal and office support. The legal support analyst will also 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.

Applicants must have a BA or BS degree. Excellent communication and organizational skills, as well as computer proficiency with Word, Access, Excel, and similar programs, are required. This is an entry-level position.

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

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