



**Executive Division – Research Department**  
**Research / Data Analyst – New York City**  
**Reference No: EXEC/RD\_RDA\_NYC\_6017**

The Research Department in the Office of the New York State Attorney General (“OAG”) seeks candidates for a full-time Research/Data Analyst position. The Research Department is part of the Executive Division and works closely with senior staff to support the OAG's major initiatives, investigations, and policy development. In the past year alone, our close-knit team has researched and written analytical reports garnering national attention, created and directed multi-million dollar grant programs, and supported several of the office’s major investigations.

The Attorney General is both the “People's Lawyer” and the State's chief legal officer. The OAG, employing over 1,700 people across New York State, serves all New Yorkers in numerous legal and regulatory arenas, including vigorously protecting the rights of investors and consumers, coordinating state-wide criminal investigations, promoting economic and social justice, encouraging harm reducing public health strategies, and preserving the State’s environment. The OAG also advises the Executive branch of State government and defends actions and proceedings on behalf of the State.

**Responsibilities:**

The OAG has a rich source of public and confidential data. The Research/Data Analyst will work closely with both the Research Director and the Senior Data Scientist to support the work of the OAG. Responsibilities will include, but not be limited to:

- Exploring and analyzing data:
  - Synthesizing pertinent facts and issues from large amounts of information/data
  - Condensing large/complicated information to key points
  - Communicating findings through written reports and visualizations
  - Developing innovative ways to present information
  - Creating visually compelling and informative graphics or maps
  - Understanding and identifies limitations of sources or analysis
- Developing or programming new databases:
  - Aggregating disparate data and developing original datasets
  - Identifying and cleaning “dirty” data
  - Creating functions to flag/separate/segregate/filter data
  - Troubleshooting data and calculations for errors/omissions

**Qualifications/Skills:**

- Bachelor’s degree required; advanced degree preferred
- Demonstrated qualitative and/or quantitative research abilities; candidates with experience in any of the following are preferred:

- Programming, scripting and statistical languages (e.g. Python, R)
- Data visualization software (e.g. Tableau, d3)
- Relational and graphical databases (e.g. SQL, Neo4J, SPARQL)
- Cloud and distributed computing platforms (e.g. Amazon Web Services Redshift and EC2, Hadoop/EMR)
- Analyzing social networks (e.g. Facebook, Twitter, Instagram)
- Excellent oral, written, and presentation communication skills
- Ability to communicate technical concepts and results to a non-technical audience
- Highly organized, self-directed, and curious
- Personable and positive, with a high level of integrity
- Interest in public policy and social/economic justice

*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: [ag.ny.gov/job-postings](http://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**
- **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)