



## Division of Criminal Justice

### Medicaid Fraud Control Unit – Hauppauge (Suffolk County)

#### Legal Support Analyst

Reference no. **MFC\_HAU\_LSA\_6027**

The Office of the New York State Attorney General's [Medicaid Fraud Control Unit](#) (MFCU) is seeking a talented individual to serve as a Legal Support Analyst in the Hauppauge (Suffolk County) office, which covers matters in Suffolk, Nassau and some NYC courts. The mission of MFCU is to investigate, prosecute and bring affirmative civil cases against individuals and corporate entities responsible for improper or fraudulent Medicaid billing schemes, as well as to investigate and prosecute allegations of abuse and neglect of residents in nursing homes and other residential healthcare facilities. 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 Unit holds offenders accountable through both criminal prosecution and civil litigation.

Legal Support Analysts work closely with attorneys in an often fast-paced environment 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, be attentive to detail, capable of handling multiple tasks under pressure, able to work effectively in a team environment, as well as independently, and be proficient in computer and database applications such as Word, Access, Excel and PowerPoint. Experience with eDiscovery applications such as Concordance and Relativity is a plus. Candidates should possess 2+ years of prior experience in a legal practice as a clerk or paralegal. College degree is preferred.

*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](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)