



Division of Criminal Justice
Criminal Enforcement and Financial Crimes Bureau
Legal Support Analyst – New York City
Reference No. CEFC_LSA_NYC_6080

The [Criminal Enforcement and Financial Crimes Bureau](#) of the New York State Office of the Attorney General (OAG) is seeking talented candidates for the position of Legal Support Analyst (LSA) in the New York City office. LSAs work closely with Assistant Attorneys General, investigators, and forensic auditors to investigate and prosecute complex financial schemes and white-collar crimes, including securities and investment fraud, internet-based fraud schemes, insurance and public benefits fraud, and tax crimes.

LSAs serve a critical role in the bureau and perform both investigative and paralegal functions. Specifically, LSAs are responsible for conducting investigative assignments such as drafting subpoenas, reviewing documents, searching commercial and law enforcement databases, analyzing phone and bank records, and monitoring electronic surveillance. In addition, LSAs perform legal support tasks, such as processing documents to be turned over during discovery, preparing demonstrative exhibits, aiding Assistant Attorneys General in court proceedings, and testifying in the grand jury and at trial. Please note that this is not an attorney position and LSAs do not typically conduct legal research. **This is a full-time position and we are seeking candidates to fill the position immediately.**

This is an entry-level position. Candidates must possess a Bachelor's degree by the time of appointment. Strong time-management, writing, and verbal communication skills are also required. The best-qualified candidates will exhibit a strong academic record and a demonstrated interest in law or law enforcement.

*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 click on this link: [CEFC LSA NYC 6080](#); applicants will be taken to the online application page for this position.

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](#);
- Unofficial college [transcript](#);
- [Writing Sample](#); and
- List of three (3) professional or academic [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 or phone at 212-416-8080.

For more information about the OAG, please visit our website: www.ag.ny.gov