

OFFICE OF THE NEW YORK STATE ATTORNEY GENERAL

**Division of Criminal Justice - Multiple Bureaus
Legal Support Analysts - New York City
Reference No. DCJ_LSA_NYC_2014**

The Office of the New York State Attorney General's Division of Criminal Justice is seeking bright, dynamic, hard-working and motivated individuals committed to public service on behalf of the people of the State of New York to be legal support analysts. College graduates are wanted to review and organize documents and other evidence, conduct background research, analyze data, organize case files and provide legal and office support. The legal support analyst will be a part of project-specific teams comprising of attorneys and investigators conducting confidential criminal investigations and will assist with the prosecution of criminal defendants. The legal support analyst will 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. Excellent communication and organizational skills, as well as proficiency with Excel, Access and similar programs, are required. Prior experience in criminal justice, investigations or legal practice is a plus. These positions are located in New York City.

Applicants from diverse backgrounds are encouraged to apply. The Office of the Attorney General is an equal opportunity employer.

Please submit cover letter, resume, writing sample and three references to: Sandra Jefferson Grannum, Esq., Chief, Legal Recruitment Bureau, Office of the New York State Attorney General, 120 Broadway, New York, NY 10271 or recruitment@ag.ny.gov Submission via email is preferred. Applicants **must** indicate the **Reference No. DCJ_LSA_NYC_2014** and the position in their cover letter.

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