

# OFFICE OF THE NEW YORK STATE ATTORNEY GENERAL

## Division of Criminal Justice - Taxpayer Protection Bureau

### Legal Support Analyst – New York City

### Reference No. TPB\_NYC\_LSA\_2015

The Office of the New York State Attorney General's [Taxpayer Protection Bureau](#) in Manhattan 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. The Taxpayer Protection Bureau targets corrupt contractors, pension scammers and large-scale tax cheats, and encourages and works with whistle-blowers to expose corruption. A recent enhancement of the False Claims Act, called the Fraud Enforcement and Recovery Act (FERA), makes New York the first state in the nation to expand its False Claims law in many ways to crack down on waste, fraud and corruption perpetrated against New York taxpayers.

The legal support analyst will be a part of project-specific teams comprised of attorneys and investigators conducting confidential criminal and civil investigations and will assist with the prosecution of criminal defendants and civil litigation. Responsibilities will include, but not be limited to, 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.

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.

Applicants from diverse backgrounds are encouraged to apply. The Office of the Attorney General is an equal opportunity employer and is committed to workplace diversity. If you wish to learn more about the Office of the Attorney General, please visit the "[Divisions](#)" section on our website.

**Please submit cover letter, resume, writing sample and three (3) references to:** Legal Recruitment Bureau, Office of the New York State Attorney General, 120 Broadway, New York, NY 10271 or [recruitment@ag.ny.gov](mailto:recruitment@ag.ny.gov). *Submission via email is preferred.* Applicants must indicate the position and **Reference No. TPB\_NYC\_LSA\_2015** in their cover letter.

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