



Criminal Justice Division
Medicaid Fraud Control Unit – Albany
Legal Support Analyst
Reference No. MFCU_ALB_LSA_6358

Application Deadline is February 14, 2025
Entry-Level Opportunity for College Graduates

The Office of the New York State Attorney General’s (OAG) [Medicaid Fraud Control Unit](#) (MFCU) is seeking a talented individual to serve in an entry-level position as a Legal Support Analyst (LSA) in its Albany office. LSAs support MFCU by working in partnership with its attorneys, auditors, detectives, data analysts, and nurses to conduct complex, long-term healthcare fraud investigations. The position is suitable for both recent college graduates and experienced professionals and reports to the Regional Director.

The Medicaid program provides health coverage to millions of New Yorkers, including low-income persons, children, elderly adults, and people with developmental disabilities. MFCU is the nation’s premier law enforcement agency charged with ensuring the financial integrity of New York state’s \$94 billion Medicaid program by investigating healthcare providers, such as pharmaceutical companies, doctors, hospitals, and nursing homes, who engage in Medicaid billing schemes that cause harm to Medicaid recipients and the loss of millions of dollars to the state of New York. MFCU also works to protect elderly and disabled New Yorkers by investigating reports of abuse and neglect in nursing homes and other residential health care facilities in the state.

Several matters that highlight MFCU’s important work include [OAG’s report](#) concerning neglect of nursing home residents across New York state during the COVID-19 pandemic, and the filing of four major lawsuits against nursing homes, including [Centers Health Care](#), [Cold Spring Hills Center for Nursing and Rehabilitation](#), [The Villages of Orleans Health and Rehabilitation Center](#), and [Fulton Commons Care Center, Inc.](#)

Additional significant cases include the [sentencing of a former not-for-profit executive for stealing hundreds of thousands of dollars from Medicaid](#), [a settlement with a Central New York doctor to resolve a Medicaid fraud investigation involving Medicaid overpayments for “up-coded” medical services](#), and [a \\$7.6 Million settlement with a health insurer for using a banned Medicaid provider](#).

Duties:

- Assisting attorneys with case organization and management;
- Reviewing and organizing documents and other evidence;
- Utilizing eDiscovery software;
- Filing court documents electronically, as well as in person at various courts;
- Identifying and locating potential sources of relevant information;
- Assisting attorneys with legal research (specifically using Westlaw) and analyzing large amounts of data and presenting it in a cogent manner;
- Being adept and creative in the use of search engines and social media for investigations;
- Developing proficiency using law enforcement databases;
- Organizing case files and providing legal and general office support, including utilizing OAG’s electronic case management system and inputting data;
- Building and maintaining professional relationships with various local, state, and federal agencies, and law enforcement partners;
- Gaining experience in civil and criminal law and investigations in New York state; and
- Other duties as assigned, including assisting with general administrative duties, and providing coverage for the Region’s administrative staff, such as answering phone calls, greeting visitors, coordinating mailings, scheduling

Teams meetings, and preparing conference rooms for in-person and virtual meetings.

Qualifications:

- Bachelor's degree;
- Proficiency with fundamental computer applications, such as Word, Excel, Teams, and Outlook, as well as the ability to learn new computer applications. Prior familiarity with and experience using eDiscovery and legal research applications is a plus;
- The ability to analyze and synthesize large amounts of information;
- Excellent verbal communication, writing, editing, and proofreading skills, including an extreme attention to detail;
- Highly inquisitive with strong organizational, time management, and multitasking skills;
- A team player who can function as an integral part of an investigative team and work in a group setting; and
- Current Notary Public license or ability to obtain Notary Public licensure, with the support of the unit, required.

The annual salary for this position is \$60,917. As an employee of OAG, you will join a team of dedicated individuals who work to serve the people of our state through a wide variety of occupations. We offer a comprehensive New York state benefits package, including paid leave, health, dental, vision, and retirement benefits, and family-friendly policies. Additionally, OAG offers a robust Workplace Flexibilities Program with multiple options for employees, including telecommuting (up to two days per week) and alternative work schedules.

*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 must be submitted online. To apply, please click on the following link: [MFCU ALB LSA 6358](#)

To ensure consideration, applications must be received by close of business on February 14, 2025.

Applicants must be prepared to submit a complete application consisting of the following:

- **Cover Letter**
 - You may address your letter to the Legal Recruitment Unit.
 - Indicate why you are interested in a position with OAG and what makes you a strong candidate. You may wish to include information about what life experiences you will bring to the position that will enhance OAG's ability to better serve the diverse population of this state.
- **Resume**
- **Writing Sample**
 - Your sample should demonstrate your ability to analyze and organize information into an effective document that is well-organized and error-free.
 - If needed, please include a cover page to provide the reviewer with any relevant context or background information.
- **List of three (3) references**
 - Only submit professional references, supervisory references are preferred.
 - For each reference, indicate the nature and duration of your relationship.
 - Include contact information and email addresses for each reference.
 - Please note that your references will not be contacted until after you interview for the position.

If you have questions regarding a position with OAG, the application process, or need assistance with submitting your application, please contact Legal Recruitment via email at recruitment@ag.ny.gov or phone at 212-416-8080.

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