



## Executive Division

### Legal Support Analyst, Federal Initiatives – New York City

Reference No. EXEC\_NYC\_LSA\_6372

### Application Deadline is March 14, 2025

#### Entry-Level Opportunity for College Graduates

The Office of the New York State Attorney General (OAG) is seeking a talented candidate for a Legal Support Analyst (LSA) position in the [Executive Division](#) in the New York City office. The LSA will join attorneys who are working on complex investigations and litigation to protect the rights of New Yorkers. The Federal Initiatives team focuses on federal actions, laws, and regulations that impact immigrants' rights, LGBTQ rights, workers' rights, climate change, reproductive health, healthcare and public health, economic equity, racial equity, and discrimination. The LSA may also assist with constituent complaints that come into the Executive Division. We will consider applications from both experienced and well-qualified entry-level applicants. *Please note this is not an attorney position and LSAs do not typically conduct legal research.*

#### Duties:

- Assisting with and/or leading the preparation and filing of pleadings, exhibits, and other court papers;
- Proofreading motions, briefs, and other documents, including cite-checking, shepardizing, preparing tables of contents and tables of authorities, and all aspects of document formatting;
- Preparing complex court filings in federal court and maintaining (or developing and maintaining) a knowledge of procedures and requirements;
- Assisting attorneys with preparing for witness interviews, meetings with opposing counsel, hearings, oral arguments, trials, and other court proceedings;
- Drafting reports, subpoenas, and other written documents;
- Reviewing and organizing documents and other evidence;
- Processing documents to be turned over during discovery or in response to Freedom of Information Law (FOIL) requests and preparing demonstrative exhibits;
- Supporting all discovery phases, including receipt of and loading incoming productions, maintaining production logs, document review, and depositions;
- Performing research assignments and identifying and locating potential sources of relevant information, including creative use of search engines, social media, law enforcement databases, and open-source data;
- Analyzing large amounts of data and presenting it in a cogent manner;
- Performing administrative work, including organizing case files and network folders, providing legal and office support, scheduling internal and external meetings, managing shared calendars, and completing purchase orders and similar requests;
- Interview complainants and witnesses; and
- Researching complaints, preparing recommendations for next steps, and following-up with complainants as needed.

#### Qualifications:

- A bachelor's degree is required;
- Excellent written and verbal communication skills;
- Strong organizational, time management, and multitasking skills, including self-managing deadlines/priorities;
- Detail-oriented with the ability to analyze and synthesize large amounts of information;
- Sound judgment, must handle confidential information with sensitivity and discretion;
- Comfort using technology, including a demonstrated proficiency using Microsoft Word, Excel, Adobe, and searching social media;
- Readiness to learn about and adapt to new changes in technology; and

- Applicants who are available to work in this position for at least two (2) years are preferred.

**The annual salary for this position is \$60,917 plus \$3,400 in location pay.** 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: [EXEC NYC LSA 6372](#)**

**To ensure consideration, applications must be received by close of business on March 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 this position 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**
  - Submit only 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](mailto:recruitment@ag.ny.gov) or phone at 212-416-8080.**

**For more information about OAG, please visit our website: [ag.ny.gov](http://ag.ny.gov)**