



Social Justice Division
Civil Rights Bureau, Voting Rights Section – Buffalo
Voting Rights Analyst
Reference No. CRB_BUF_VRA_6377

Application Deadline is April 4, 2025

The Office of the New York State Attorney General (OAG) is seeking candidates with experience or interest in voting rights for Voting Rights Analyst (VRA) positions in the Voting Rights Section (VRS) of the [Civil Rights Bureau](#). The VRS is a recently established Section within OAG. The VRS is charged with, among other things, enforcing the newly-enacted [New York Voting Rights Act](#), one of the strongest state voting rights laws in the country, including implementing its state “preclearance” program.

More generally, the Civil Rights Bureau enforces federal, state, and local laws that protect New Yorkers from discrimination on the basis of a protected class, including race, color, national origin, ethnicity, gender, gender identity, religion, age, marital status, sexual orientation, military status, source of income, or disability. The bureau investigates and civilly prosecutes alleged patterns of unlawful discrimination in a variety of arenas, including employment, housing, education, criminal justice, voting, lending, places of public accommodation, and hate crimes. In addition to litigation, the bureau engages in significant community outreach and public education and other advocacy efforts.

The VRAs will work under the supervision of the Senior Voting Rights Analysts and in partnership with VRS attorneys and other team members to support preclearance reviews, affirmative investigations and litigation, and policy analysis. The VRAs will report to the Voting Rights Section Chief.

Duties:

Investigative and Legal Support Functions

- Collecting and analyzing complex facts and data on an expedited timeline to assess impacts to voters and communities;
- Assisting with the intake of information from various channels including complaints, tips, referrals, independent research, and news and social media;
- Completing field work, including canvassing for witnesses, scheduling and conducting witness interviews, and traveling to where misconduct may have occurred to obtain evidence;
- Working collaboratively with VRS attorneys, data scientists, third-party experts and other partners;
- Managing a caseload of active investigations, both independently and in coordination with VRS attorneys;
- Creating and maintaining databases and constructing complex database queries;
- Developing, reviewing, and editing investigative plans and reports;
- Discussing findings and recommendations with the Voting Rights Section Chief and VRS attorneys; and
- Processing documents to be turned over during discovery or in response to Freedom of Information Law (FOIL) requests and preparing demonstrative exhibits.

Policy Analysis, Stakeholder Support, and Public Education Functions

- Ability to independently prepare responses to inquiries from a variety of stakeholders, including state and local government officials and community organizations, regarding the New York Voting Rights Act and OAG’s voting rights work generally;
- Fostering productive relationships with community organizations, public officials, state and local agencies, and other stakeholders;
- Attending and coordinating meetings, visits, and other outreach events;
- Preparing fact sheets, talking points, educational resources, presentations, and other materials;

- Remaining current on local and national news and state and federal legislation relating to voting rights and racial justice, including flagging emerging trends and issues for VRS staff; and
- Coordinating, as needed, with OAG's Communications, Intergovernmental Affairs, and Policy & Legislative teams to provide information and support for related priorities, initiatives, and outreach strategies.

Qualifications:

- **A bachelor's degree is required;**
- Through either work experience or course study, applicants must be familiar with public policy, racial justice, or voting rights;
- Knowledge of database concepts and proficiency at maintaining and querying databases;
- Excellent research, analytic, organization, communication (verbal and written), and presentation skills;
- Entrepreneurial, proactive, and self-directed with effective time management skills;
- Adept at learning and assimilating new and complex information; and an
- Ability to communicate and collaborate effectively with all levels of OAG staff and external partners/stakeholders.

Preferred Qualifications/Skills:

- Strong technology skills, including proficiency with Westlaw, Lexis/Nexis, or similar research databases, conducting strategic internet searches, preserving webpages, and using presentation software such as PowerPoint;
- Prior work experience with New York government or state or federal courts;
- A connection to the organizations and coalitions currently working on voting rights and civil rights-related issues;
- Data visualization and data analytic skills;
- Prior experience using e-discovery platforms; and
- Proficiency in languages other than English.

The annual salary for this position is \$66,325. 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: [CRB BUF VRA 6377](#)

To ensure consideration, applications must be received by close of business on April 4, 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 or phone at 212-416-8080.

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