



Legal Recruitment

**Criminal Justice Division
Medicaid Fraud Control Unit - New York City
Legal Support Analyst
Reference No. MFCU_NYC_LSA_6348**

Application Deadline is December 13, 2024

The Office of the New York State Attorney General’s (OAG) [Medicaid Fraud Control Unit](#) (MFCU) is seeking talented individuals to serve in an entry-level position as a Legal Support Analyst (LSA) in its New York City office. LSA’s 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 more experienced applicants.

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 recent 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 recent filing of four major lawsuits against nursing homes, including [Centers Health Care](#), [Cold Spring Hills Center for Nursing and Rehabilitation](#), [The](#)



OAG Employment Opportunities

Please click one of the buttons below to view the jobs that are available for the indicated position type.

Attorneys

Investigators

Other Professional & Legal Support Positions

Law Students

Undergraduate & Graduate Students

Fellowship & Volunteer Attorney Opportunities

[Villages of Orleans Health and Rehabilitation Center](#), and [Fulton Commons Care Center, Inc.](#)

Additional recent significant cases include [the indictment and arraignment of the owner of a NYC pharmacy for allegedly stealing millions from Medicaid](#); [the sentencing of a Bronx clinic owner for defrauding New York State out of more than \\$4 Million in false Medicaid claims](#); and [the extradition, arrest, and arraignment of a Medicaid fraud ringleader](#).

Candidates from diverse backgrounds are encouraged to apply. The OAG is an equal opportunity employer and is committed to workplace diversity.

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;
- 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 office support, including utilizing electronic case management system;
- Building and maintaining professional relationships with various New York state, local, and federal agencies and law enforcement partners;
- Gaining experience in civil and criminal law and investigations in New York state;
- Possessing extreme attention to detail and having a genuinely inquisitive nature, and
- Other duties as assigned.



Qualifications:

- Bachelor's degree;
- Proficiency with fundamental computer applications, such as Word, Excel, 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 written and verbal communication skills;

- Exceptional organizational, time management, and multitasking skills;
- The ability to function as an integral part of an investigative team and work in a group setting; and
- A current Notary Public license or the ability to obtain a Notary Public licensure, with the support of MFCU is

The annual salary for this position is \$60,917 + \$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.

How To Apply

Applications must be submitted online. To apply, please click on the following link: [MFCU NYC LSA 6348](#)

To ensure consideration, applications must be received by close of business on December 13, 2024.

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 MFCU 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

