



Legal Recruitment

**Division of Social Justice
Civil Rights Bureau
Research Analyst – New York City
Reference No. CRI_RA_NYC_6366**

Application Deadline is February 28, 2025

The Office of the New York State Attorney General (OAG) is seeking a talented and motivated professional for the position of Research Analyst (RA) in the [Civil Rights Bureau](#) (CRB). The RA will provide the bureau with investigative and legal support, complete policy analysis assignments, and engage in community outreach and education. Applicants who are available to work in this position for at least two (2) years are preferred.

The bureau enforces federal, state, and local laws that protect New Yorkers from discrimination on the basis of 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. Some of the more recent matters handled by the bureau targeted the following areas: access to education; equal employment opportunities and sexual harassment in the workplace; fair housing; fair lending and access to credit; immigrant rights; police misconduct; access by individuals with disabilities; the rights of the LGBT community; language access; religious rights; reproductive rights; and voting rights.

The bureau's docket reflects its commitment to combating discrimination and its effects, ensuring equality of opportunity, and promoting inclusion across New York state. In addition to litigation, the bureau engages in



OAG Employment Opportunities

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Attorneys

Investigators

Other Professional & Legal Support Positions

Law Students

Undergraduate & Graduate Students

Fellowship & Volunteer Attorney Opportunities

significant community outreach and public education and other advocacy efforts.

Duties:

Investigative and Legal Support Functions

- Analyzing complaints, publicly available information, and other sources of information to identify potential civil rights violations and opportunities for enforcement;
- Synthesizing voluminous factual records and converting complex data into easily comprehensible reports, PowerPoint presentations, and other data visualizations to support investigation and litigation activities;
- Interfacing with other OAG partners, including the Research and Analytics Department, to construct and maintain databases and other data analytics tools;
- Presenting findings and recommendations to CRB staff, including participating in bureau strategy meetings;
- Drafting subpoenas, reviewing documents, reviewing case footage, processing documents turned over during discovery, preparing demonstrative exhibits, and aiding attorneys in court proceedings;
- Collecting, cleansing, and formatting large quantities of data, including from publicly available social media API sources, websites, PDFs and other difficult-to-access sources;
- Analyzing data from large data sets, including from pulls of publicly available information; and
- Creating and maintaining databases and constructing complex database queries.

Policy Analysis, Community Outreach, and Public Education Functions

- Preparing fact sheets, talking points, educational resources, presentations, and other materials;
- Fostering productive relationships with community organizations, public officials, law enforcement agencies, and other stakeholders;
- Attending and coordinating meetings, visits, and other outreach events;
- 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; and

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



- Working collaboratively with CRB attorneys and legal support staff to execute the bureau's mission.

Qualifications:

- **A bachelor's degree is required;**
- Through either work experience or course study, applicants must be familiar with public policy, racial justice, human rights, or criminal justice, including an understanding of the issues surrounding civil rights and hate crimes;
- Strong technology skills are preferred, including using MS Access and Excel to manage large data sets, proficiency with Lexis/Nexis or similar research databases, conducting strategic internet searches, preserving webpages, and using presentation software such as PowerPoint;
- 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 Skills and Experience:

- One to three (1-3) years of demonstrated experience in data analysis and visualization;
- Prior work experience with New York government or state or federal courts;
- A connection to the organizations and coalitions currently working on hate crimes 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 salary range for this position is \$66,325 + \$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: [CRI RA NYC 6366](#)

To ensure consideration, applications must be received by close of business on February 28, 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**
 - A sample research synthesis or data analysis is preferred.
 - 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

