



# Legal Recruitment

**Division of Criminal Justice  
Office of Special Investigation  
Albany, Buffalo, New York City, Syracuse  
Criminal Justice Liaison  
Reference No. OSI\_CJL\_6337**



**Application Deadline is August 30, 2024**

The Office of the New York State Attorney General is seeking experienced case workers to serve as Criminal Justice Liaisons, working closely with the existing team of Senior Criminal Justice Coordinators, in the [Office of Special Investigation](#) (OSI). OSI's members investigate incidents throughout the state in which a police officer or a peace officer (including a corrections officer) has caused the death of a person. If warranted, OSI's attorneys seek charges in connection with the incident and prosecute any resulting indictment. The Criminal Justice Liaison position provides a unique and exciting opportunity to join a team of experienced prosecutors, legal support staff, and detective investigators who work together to strengthen public trust in the criminal justice system.

The OAG provides services, referrals, and support to those affected by crime and their families across many practice areas, including investigations into civilian deaths caused by law enforcement, civil proceedings against sex offenders, and in connection with civil rights, labor, and charities investigations and other non-criminal matters. The Criminal Justice Liaisons provide direct support to the families affected by incidents in which a police officer or a peace officer (including a corrections officer) has caused the death of a person. Direct support includes in-person meetings to explain OSI's process, attending in-court hearings with family members, providing information about outside services that might be available, such as counseling, treatment, and support, and being available to answer family member questions. The Criminal Justice Liaisons are also expected to provide direct support to any civilian affected by crime and engage and participate in

**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**

community outreach and education. The Criminal Justice Liaisons will be located in either the Albany, Buffalo, New York City, or Syracuse office and, depending on their location, report to OSI's Upstate or Downstate Deputy Bureau Chief. Availability outside of normal business hours as well as for regular travel in their assigned region is required.

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

**Duties:**

- **Division-wide:** Serve as a resource to the [Division of Criminal Justice](#), its Bureaus, and employees for all matters related to providing direct support to civilians and families:
  - Work closely with the Office of Special Investigation (OSI) team in serving and providing support to families that are affected.
  - Support those affected by crime in other Bureaus through direct interaction (as needed) and coordination of external services.
  - Provide appropriate referrals for necessary social services, such as counseling, treatment, and support.
  - Educate families and/or those affected by crime about the criminal justice system and support them when they engage in that system.
- **Telephone Hotlines:** Help to manage and staff the Crime Victim's Inquiries and Sex Offender Management Bureau hotlines and provide the necessary resources and referrals to callers, as well as relay relevant details to attorneys and detectives.
- **Policy:** Develop resources and policies to effectuate OAG Criminal Justice Liaison goals and establish standard practices and procedures for all OAG relations with those affected.
- **Agency Liaison:** Serve as the OAG's contact for crime victim advocacy groups and other law enforcement crime victim organizations and departments including attending and representing the OAG at internal and external meetings and other events.
- **Community Outreach and Education:** Implement OAG programs designed to raise public awareness on matters of importance to families affected by incidents involving law enforcement and other crime victim related matters.
- **Training and Education:** Attend relevant trainings to gain knowledge that can be utilized agency wide to enhance services for and relationships with all



whom we serve. Create and execute educational in-service sessions for OAG staff on subjects relevant to those whom we serve as well as employee wellness. Train OAG staff to effectively support and engage all who are affected by crime.

**Qualifications:**

- Applicants must have a bachelor's degree in a social service-related field and at **least three to four (3-4) years of experience** providing supportive services to civilians and families at a non-profit organization or law enforcement/government agency. However, OSI will consider well-qualified candidates with fewer years of experience.
- Strong written and verbal communication skills.
- Highly organized with the ability to work independently and as a member of a team.
- Knowledgeable about New York State's criminal justice system.
- Strong interpersonal skills, including the ability to establish and maintain effective relationships with constituents, community and advocacy groups, and other government agencies.

**The annual salary for this position is \$63,160 + \$3,400 in location pay (New York City location only).** As an employee of the 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, the OAG offers a robust Workplace Flexibilities Program with multiple options for employees, including telecommuting (up to two days per week) and alternative work schedules.

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## How To Apply

**Applications must be submitted online. To learn more, please click on the following link: [OSI CJL 6337](#)**

**To ensure consideration, applications must be received by close of business on August 30, 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.
- Please specify your location preference: Albany, Buffalo, New York City, or Syracuse.
- 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 the 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 provide 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.
  - Indicate the nature and duration of your relationship to each reference.
  - 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 the OAG and 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 the OAG, please visit our website: [ag.ny.gov](http://ag.ny.gov)**



