NEW YORK STATE OFFICE of the ATTORNEY GENERAL

Legal Recruitment

Criminal Justice Division
Office of Special Investigation—NYC or Suffolk
Assistant Attorney General for Information Access
Reference No. OSI_AAG/IA_3762

Application Deadline is March 21, 2025

The Office of the New York State Attorney General's (OAG) **Office of Special Investigation** (OSI) is seeking an Assistant Attorney General (AAG) for Information Access. The AAG is primarily responsible for managing OSI's records access requests (i.e., Freedom of Information Law (FOIL) requests). This position is either in the New York City of Suffolk office and reports directly to OSI's Bureau Chief.

In conjunction with OAG's FOIL Office and supported by a team of Digital Evidence Analysts, the AAG is responsible for tracking OSI's FOIL requests, resolving legal and other issues related to records access, and ensuring all requests receive a timely response. Also in conjunction with OAG's FOIL Office, the AAG will provide training and guidance to OSI attorneys and staff on records access matters.

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 AAG position provides a unique and exciting opportunity to join a team of experienced felony and homicide prosecutors, legal support staff, and detective investigators who work together to enhance transparency and strengthen public trust in the criminal justice system.

Duties:

- Directly supervise up to four (4) Digital Evidence Analysts.
- Ensure OSI's FOIL requests are reviewed, evaluated, tracked, prioritized, and processed in a timely fashion and according to OAG policies and state law.

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

- In coordination with OSI attorneys and analysts, determine which evidentiary materials are subject to disclosure, and which are covered by legal exemptions from disclosure.
- Assist OSI's attorneys and analysts with determining what information needs to be redacted from disclosed materials (including redactions to video evidence) and the legal basis for those redactions. *(Please note because the videos in OSI's cases relate to homicide investigations, they may have images and audio that some may find disturbing.*)
- Track every OSI FOIL request and its status to make sure each request receives a timely response, or, when needed, request and obtain an extension of time.
- Regularly interface and liaise with OAG's FOIL Office for the final decision on what to disclose, what to withhold, and what to redact for every FOIL request.
- In conjunction with OAG's FOIL Office, develop internal trainings, guidelines, and resource materials for OSI's attorneys and analysts.
- Develop a detailed knowledge of FOIL law as it relates to criminal investigations and prosecutions and remain current on changes.
- Develop strong working relationships with internal partners and stakeholders such as OAG's FOIL Office.

Required Qualifications:

- A minimum of four years (4) of legal experience as either a criminal prosecutor and/or defense attorney.
- Excellent legal research and writing skills.
- Organized with a high attention to detail and accuracy.
- Strong time management skills—must be capable of self-managing priorities and deadlines.
- Highly collaborative with effective interpersonal and relationship management skills, including the ability to use "people skills" to keep others on task and on time.
- Sound judgement with the ability to handle and maintain sensitive and confidential information.
- Technological proficiency and the ability to learn and use new software applications as needed.

Preferred Skills and Experience:

- Experience processing and responding to information requests such as Article 245 criminal discovery, New York FOIL, Federal FOIA, etc.
- Experience supervising, training, coaching, and mentoring support staff.
- Experience developing and deploying trainings.

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

Applicants must reside in (or intend to soon become a resident of) New York state and be admitted to practice law in New York state. In addition, the Public Officers Law requires that OAG attorneys be citizens of the United States. A two (2) year commitment upon being hired is a condition of employment.

The salary range for this position is $81,159 - $173,265 + $3,400 in location pay. To learn more about attorney compensation, please visit the following page:

ag.ny.gov/sites/default/files/assistant_attorney_general_compensation.pdf

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: **OSI_AAG/IA_3762**

To ensure consideration, applications must be received by close of business on March 21, 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.
  - Please specify you location preference: New York City or Suffolk.
  - 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**
- **Legal Writing Sample**
- **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