

## Job Description

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Job Posting Notice**Job Details**

<b>Job ID:</b>	292013	<b># of Positions:</b>	1	
<b>Business Title:</b>	Investigative Analyst			
<b>Civil Service Title:</b>	COMMUNITY ASSOCIATE	<b>Title Code No:</b>	56057	<b>Level:</b> 00
<b>Title Classification:</b>	Non-Competitive			
<b>Job Category:</b>	Policy, Research & Analysis			
<b>Career Level:</b>	Entry-Level	<b>Proposed Salary Range:</b>	\$ 46,000.00 - \$ 46,000.00 (Annual)	
<b>Work Location:</b>	350 Jay St, Brooklyn Ny			
<b>Division/Work Unit:</b>	Investigations			

**Job Description**

The Kings County District Attorney's Office is seeking an Investigative Analyst to work in the Investigations Division.

Duties include the following:

- Working closely with Assistant District Attorneys, police officers, and financial investigators on complex, long-term investigations;
- Using public records, law enforcement databases, and social media to research case subjects and locate witnesses;
- Analyzing telecommunications and financial records;
- Capturing and documenting case-relevant online content;
- Reviewing evidence, including seized and subpoenaed records;
- Preparing memorandums, spreadsheets, charts, and graphs, both for internal use and for grand juries and trials;
- Mapping cell site records;
- Testifying under oath about research and analysis;
- Data-mining and conducting proactive research;
- Listening to wiretapped and inmate calls;
- Establishing links, discerning activity patterns, and identifying assets and other case leads;
- Coordinating with other bureaus and units within the Kings County District Attorney's Office, as well as with private and government entities, including the New York City Police Department and federal agencies.

**Minimum Qual Requirements**

Qualification Requirements

1. High school graduation or equivalent and three years of experience in community work or community centered activities in an area related to duties described above; or
2. Education and/or experience which is equivalent to "1" above.

**Preferred Skills**

Candidates must be adaptable, organized, comfortable working with data, and effective communicators. Experience working in law enforcement or using any of the following applications will be considered a plus: Sytech ADACS, Pen-Link, Thomson Reuters CLEAR, LexisNexis Accurant, Ringtail, and i2 Analyst's Notebook.

**To Apply**

Click "Apply Now" Button.

**Residency Requirement**

New York City residency is generally required within 90 days of appointment. However, City Employees in certain titles who have worked for the City for 2 continuous years may also be eligible to reside in Nassau, Suffolk, Putnam, Westchester, Rockland, or Orange County. To determine if the residency requirement applies to you, please discuss with the agency representative at the time of interview.

**POSTING DATE:** 06/22/2017

**POST UNTIL:** 07/02/2017



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