

Job Description

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Job Posting Notice**Job Details**

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|------------------------------|-----------------------------|-------------------------------|--------------------------------------|------------------|
| Job ID: | 281242 | # of Positions: | 1 | |
| Business Title: | Investigative Analyst | | | |
| Civil Service Title: | COMMUNITY ASSOCIATE | Title Code No: | 56057 | Level: 00 |
| Title Classification: | Non-Competitive | | | |
| Job Category: | Policy, Research & Analysis | | | |
| Career Level: | Entry-Level | Proposed Salary Range: | \$ 35,683.00 - \$ 59,385.00 (Annual) | |
| Work Location: | 350 Jay St, Brooklyn Ny | | | |
| Division/Work Unit: | Violent Crime Enterprises | | | |

Job Description

The Kings County District Attorney's Office, located in the Motttech area of Brooklyn, New York, is accepting applications for the position of Investigative Analyst to work in it's Violent Criminal Enterprises Bureau.

Duties include the following:

- Analyze data on arrests and criminal complaints and provide daily summaries of criminal activity in various geographic regions to Assistant District Attorneys.
- Gather and organize data related to high-priority criminal targets and create intelligence profiles and alerts on said targets.
- Assist in short and long term complex investigations
- Perform internet searches, mainly on social networking sites, for crime and gang information and download and categorize that information for use in future prosecutions.
- Testify before the grand jury or at trial regarding downloaded and saved data; synthesize intelligence debriefings and provide updates of information within the Kings County District Attorney's Office as well as to the New York City Police Department.
- Gather data for inclusion in Crime Analysis Reports to be distributed to senior executives at the Kings County District Attorney's Office; prepare various daily crime reports for the Crime Strategies Unit and others at the Kings County District Attorney's Office.
- Assist in the training of Assistant District Attorneys and analysts in the protocols and use of intelligence gathering techniques and data; perform related intelligence gathering functions as needed.

Minimum Qual Requirements

Qualification Requirements

- 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
- 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 Accurint, Ringtail, and i2 Analyst's Notebook.

Additional Information

****IMPORTANT NOTES TO ALL CANDIDATES:**

Please note: If you are called for an interview you will be required to bring to your interview copies of original documentation, such as:

- A document that establishes identity for employment eligibility, such as: A Valid U.S. Passport, Permanent Resident Card/Green Card, or Driver's license.
- Proof of Education according to the education requirements of the civil service title.
- Proof of Address/NYC Residency dated within the last 60 days, such as: Recent Utility Bill (i.e. Telephone, Cable, Mobile Phone)

Additional documentation may be required to evaluate your qualification as outlined in this posting's "Minimum Qualification Requirements" section. Examples of additional documentation may be, but not limited to: college transcript, experience verification or professional trade licenses.

If after your interview you are the selected candidate you will be contacted to schedule an on-boarding appointment. By the time of this appointment you will be asked to produce the originals of the above documents along with your original Social Security card.

*** This is a Grant funded position.

To Apply

Click "Apply Now" Button.

We appreciate the interest and thank all applicants who apply, but only those candidates under consideration will be contacted.

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: 02/08/2017

POST UNTIL: 02/22/2017

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