

Job Description

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DISTRICT ATTORNEY KINGS COUNTY Job Posting Notice

Job Details

Job ID:	410363	# of Positions:	1
Business Title:	Intelligence Analyst	Title Code No:	56057 Level: 00
Civil Service Title:	COMMUNITY ASSOCIATE	Title Classification:	Non-Competitive
Job Category:	Legal Affairs	Proposed Salary Range:	\$ 46,000.00 - \$ 46,000.00 (Annual)
Career Level:	Entry-Level	Work Location:	350 Jay St, Brooklyn Ny
Division/Work Unit:	Homicide Bureau		

Job Description

The Kings County District Attorney's Office, located in the Metrotech area of Brooklyn, New York, is accepting applications for an Analyst position for its Homicide Bureau. The Homicide Bureau investigates and prosecutes cases where the victim died during the commission of a crime. All homicides that take place in Brooklyn are referred to the Homicide Bureau for review. The bureau, which is comprised of some of the agency's most experienced assistant district attorneys, also serves as legal adviser to the police in homicide cases.

Under general supervision, with latitude for independent initiative and judgment and decision the prospective candidate will perform the following duties:

- Assist in short and long-term complex investigations.
- Analyze video surveillance and create video compilations for use at trial.
- Analyze telephone records and create frequency charts and cell site maps for use at trial.
- Perform internet searches, mainly on social networking sites, for crime and gang information and download and categorize that information for use in prosecutions.
- Testify before the grand jury or at trial regarding video surveillance, cell phone records and any other analyzed data where the analyst's work product is being presented to a trial jury.
- 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.
- Draft and track subpoenas and correspondence and follow up with the entities that have been subpoenaed.
- Retrieve information and files from court.
- Assist in trial and grand jury preparation, including preparing and tracking evidence; transcribing conversations; and the organization and management of a large volume of subpoenaed materials from telephone records, social media networks, the Office of the Chief Medical Examiner, the NYPD, FDNY, Corrections, hospitals and other criminal justice and governmental agencies.
- Locate and communicate with witnesses and assure the presence of police officers, fire fighters and EMT's.

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 with experience working in law enforcement. Working knowledge of the following applications will be considered a plus: Sytech ADACS, Pen-Link, Thomson Reuters CLEAR, LexisNexis Accurint, Ringtail, and i2 Analyst's Notebook.
- Applicants must possess excellent interpersonal, verbal and written communications skills and a proficiency in MS Word, Outlook, Excel, and PowerPoint.
- Organizational, time-management and multi-tasking skills, including the ability to take initiative, prioritize duties, and work both independently and within a team environment is a plus.
- Strong attention to detail is essential.

To Apply

To apply click the "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: 09/05/2019

POST UNTIL: 09/12/2019

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