

City of New York
DISTRICT ATTORNEY KINGS COUNTY
Citywide Job Posting Notice

Civil Service Title: Community Associate	Level: 00
Title Code No: 56057	Salary: \$52,000 (Annual)
Title Classification: Non-Competitive	
Business Title: Body-Worn Camera Analyst	Work Location: 350 Jay Street, Brooklyn NY
Division/Work Unit: BOLT	Number of Positions: 6
Job ID: 561389	Hours/Shift:

Job Description

The Kings County District Attorney's Office (KCDA) is one of the largest prosecutors' offices in the country and is committed to developing and implementing innovative prosecutorial strategies that will fulfill our vision of keeping Brooklyn safe while at the same time ensuring fairness and justice for all. The Office investigates and prosecutes crime, assists victims, and implements crime prevention strategies to improve public safety and the quality of life of Brooklyn's residents. KCDA has an exciting opportunity to work as a Body-Worn Camera Analyst.

In light of the sweeping discovery reforms in New York State, our Assistant District Attorneys need more support in preparing their criminal cases. All of our cases involve fairly voluminous discovery, such as police reports, body camera footage, 911 calls, forensic files, security surveillance videos, and more. It is critical to our mission that our prosecutors obtain all the necessary discovery and securely share the required information with the defense. New hires will assist with these important duties, and in doing so, will gain exposure to virtually every aspect of a criminal case.

Under direct supervision, with some latitude for independent initiative and judgment the Body Worn Camera Analyst will:

- Receive body-cam footage from NYPD via in-house application.
- Gather and identify all BWC footage on all arrest cases.
- Serve as a liaison to external agencies, including the NYPD Borough and Precinct Commands.
- Contact specific NYPD officers and collaborate with NYPD Training Sergeants.
- Coordinate with NYPD when Body Worn Camera (BWC) footage is missing from a DA case.
- Retrieve and review NYPD BWC videos. Categorize and maintain this video evidence for prosecution.
- All other duties as assigned.

** As of August 2, 2021, all new hires must be vaccinated against the COVID-19 virus, unless they have been granted a reasonable accommodation for religion or disability. If you are offered city employment, this requirement must be met by your date of hire, unless a reasonable accommodation for exemption is received and approved by the hiring agency. **

Minimum 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.

Additional Information

Candidates must meet the additional requirements:

- Bachelor's degree from an accredited school is required

Employees of the City of New York may be eligible for federal loan forgiveness programs and state repayment assistance programs. The federal government provides student loan forgiveness through its Public Service Loan Forgiveness Program (PSLF) to all qualifying public service employees. Please visit the Public Service Loan Forgiveness Program site to view the eligibility requirements: <https://studentaid.ed.gov/sa/repay-loans/forgiveness-cancellation/public-service>

Preferred Skills

- Candidates must be adaptable and comfortable working with large amounts of data.
- Experience working in law enforcement.
- Applicants must possess excellent interpersonal, verbal, and written communication skills
- Ability to communicate clearly and to explain analytical processes to laypersons through testimony as a witness before the court.
- Strong application skills in Microsoft Word, Outlook, Excel, PowerPoint, and Adobe; knowledge of Video Playback, Audio/Video File Conversion a plus.
- Organizational, time-management and multi-tasking skills, including the ability to take initiative, prioritize duties, and work both independently and within a team environment.
- Strong attention to detail is essential.

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.

To Apply

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

For Non-City/External Candidates: Visit the [External Applicant NYC Careers site](#) and type "DA - Brooklyn" on the search line. Then locate the Job ID number. For Current City Employees: Visit Employee Self Service (ESS) to view and click on Recruiting Activities, Careers, and search by Job ID number.

Posting Date: 11/30/2022

Post Until: 12/15/2022

The City of New York/Kings County District Attorney's Office is an Equal Opportunity Employer