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. KCDA has an exciting opportunity to work as a Detective Investigator in the Command Center.

Under varying levels of managerial or executive direction, with varying degrees of latitude for independent initiative, judgment and decision, the prospective candidate will be responsible for:

Responsibilities include but are not limited to:

➢ Conducting, managing, and updating on-going notification to the District Attorney's office via telephone.
➢ Reviewing facts to ascertain their validity.
➢ Preparing comprehensive narrative reports.
➢ Performing summary background investigations on employees, contractors, and others.
➢ Contact and interview witnesses.
➢ Gather information through collateral contacts, and other law enforcement agencies.
➢ Use various City databases to perform background and information searches, such as: eJustice, IIS, IFCOM, Webcrims, Google, and various watchdog registries.
➢ Perform other related duties.

** 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. A baccalaureate degree from an accredited college; or
2. High school graduation and two years of full-time paid experience in police enforcement or investigative work; or
3. A satisfactory equivalent.

Candidates must meet the additional requirements:

➢ Must meet all qualifications to be certified as a police officer on the NYS DCJS Police registry.
➢ Must successfully complete police academy training in New York State and must pass a mandatory background check to carry a firearm.
➢ Must have a valid NYS driver’s license.
➢ Must pass a medical exam, drug test, psychological screening and an intensive background check.

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-cancelation/public-service

Preferred Skills

➢ Background in Communications preferred.
➢ Ability to communicate investigative results to other team members and to testify in court regarding investigative results required.
➢ Excellent interpersonal, organizational, written and verbal skills required.
➢ Proficient in Microsoft Word, Excel, and Access.
➢ Must possess the ability and readiness to quickly learn and use various industry relevant computer software.
➢ Ability to work with frequent interruptions and adapt to changes in workflow.
➢ Ability to work independently and manage multiple short-term projects.
➢ Ability to follow directions and apply proper policies, procedures, and guidelines.
➢ Strong attention to detail and high concern for data accuracy.
➢ Dependable team player who works collaboratively and cooperatively with staff in a team-oriented environment.
➢ Must be able to perform under pressure in a fast-paced environment; detail oriented, self-motivated, and able to multi-task.
➢ Ability to interact with all levels of staff and other law enforcement agencies.

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