

City of New York

DISTRICT ATTORNEY KINGS COUNTY

Citywide Job Posting Notice

Civil Service Title: Community Coordinator	Level: 00
Title Code No: 56058	Salary: \$67,983 (Annual)
Title Classification: Non-Competitive	
Business Title: Financial Investigator	Work Location: 350 Jay Street, Brooklyn NY
Division/Work Unit: Asset Forfeiture	Number of Positions: 3
Job ID: 588407	Hours/Shift:
<div>Job Description</div> <p>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 Financial Investigator.</p> <p>Under general supervision, with latitude for independent initiative and judgment, and decision, the prospective candidate will perform the following duties:</p> <ul style="list-style-type: none">➤ Work with a team of prosecutors, other investigators, and support staff to analyze allegations of criminal violations of New York State and local laws and to assist in complex investigations.➤ Assist with Obtaining and then reviewing and evaluating financial records and any other relevant records, including, but not limited to, credit agency reports, credit card records, SARs and other FinCEN reports, call detail records, cell site records, e-mail correspondence and records from social media, to develop evidence sufficient to sustain criminal charges.➤ Assist with locating, contacting, and then conducting interviews of witnesses, potential witnesses, and subjects, either in the office or in the field, in furtherance of the investigation.➤ Assist in drafting subpoenas to banks and other companies for financial and other records and then communicate with the representatives of those entities to ensure that all of the relevant documents have been delivered.➤ Create schedules and charts which reflect the financial transactions at issue in exhibits that are easy to understand.➤ Assist with Identifying and in seizing the proceeds of criminal enterprises.➤ Present findings in clear, coherent, accurate, and properly documented reports.➤ Assist prosecutors in preparing for trial.➤ Testify before grand juries and at trials.➤ Work independently to develop investigations into complex financial crimes.➤ Perform other related duties as needed.	
<div>Minimum Qualification Requirements</div> <p>1. A baccalaureate degree from an accredited college and two years of experience in community work or community centered activities in an area related to the duties described above; or</p> <p>2. High school graduation or equivalent and six years of experience in community work or community centered activities in an area related to the duties as described above; or</p> <p>3. Education and/or experience which is equivalent to "1" or "2" above. However, all candidates must have at least one year of experience as described in "1" above.</p>	
<div>Additional Information</div> <p>Candidates must meet the additional requirements:</p> <ul style="list-style-type: none">➤ Must have a bachelor’s degree in Accounting, Finance or a related field.➤ Must be proficient in Microsoft Office (Word, Excel, PowerPoint, Outlook, etc.).➤ Must have strong interpersonal, organizational, analytical and investigative skills. <p>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.</p> <p>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</p>	
<div>Preferred Skills</div> <ul style="list-style-type: none">➤ Excellent interpersonal, verbal, and written communication skills; strong attention to detail is essential.➤ Excellent organizational, time-management, and multi-tasking skills, including the ability to take initiative, prioritize duties, and work both independently and within a team environment are a plus.	
<div>Residency Requirement</div> <p>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.</p>	
<div>To Apply</div> <p>We appreciate the interest and thank all applicants who apply, but only those candidates under consideration will be contacted.</p> <p>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.</p>	
Posting Date: 5/26/2023	Post Until: 6/27/2023

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