

City of New York

DISTRICT ATTORNEY KINGS COUNTY

Citywide Job Posting Notice

Civil Service Title: Community Associate	Level: 00
Title Code No: 56057	Salary: \$60,000 (Annual)
Title Classification: Non-Competitive	
Business Title: Intelligence Analyst	Work Location: 350 Jay Street, Brooklyn NY
Division/Work Unit: Digital Evidence Lab	Number of Positions: 3
Job ID: 588491	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 an Intelligence Analyst to work in Digital Evidence Lab.</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">➤ Review and analyze digital evidence relevant to investigations and cases, including but not limited to video surveillance, cell phone records, extraction reports for digital devices, and open-source intelligence from various social media platforms➤ Create video compilations, PowerPoint presentations, geolocation maps, and other visual aids for investigations and to be presented in grand jury and trial proceedings.➤ Testify before the grand jury or at trial regarding analyses and analyst work products involving video surveillance, cell phone records, and any other analyzed data.➤ Provide daily reports of criminal activity across Brooklyn to Executives, Bureau Chiefs, and Assistant District Attorneys within 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 digital evidence.➤ Assist Assistant District Attorneys in short and long-term complex investigations.➤ Attend various trainings required for court testimony and professional development as an analyst.➤ Perform related intelligence gathering functions as needed.	
<div>Minimum Qualification Requirements</div> <p>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</p> <p>2. Education and/or experience which is equivalent to "1" above.</p>	
<div>Additional Information</div> <ul style="list-style-type: none">➤ Bachelor’s degree from an accredited school is preferred. <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. 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">➤ Candidates must be adaptable and comfortable working with large amounts of data.➤ Experience working in law enforcement.➤ Previous working experience and knowledge of the following applications will be considered a plus: LexisNexis Accurint, i2 Analyst's Notebook, Google Earth and Cellebrite programs.➤ 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, 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.➤ Strong attention to detail is essential.	
<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: 5/30/2023	Post Until: 6/14/2023

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