? **Help**

DISTRICT ATTORNEY KINGS COUNTY

Job Posting Notice

Job ID	602573	**# of Positions**	1

Business Title	Technical Analyst
Civil Service Title	COMMUNITY ASSOCIATE
Title Code No	56057 **Level** 00
Title Classification	Non-Competitive
Proposed Salary Range	$ 60,000.00 - $ 60,000.00 (Annual)
Work Location	350 Jay St, Brooklyn Ny
Division/Work Unit	Crime Strategies

Return to Previous Page   **Switch to Internal View**

Job Description

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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 Technical Analyst in its Crime Strategies Unit.

The Crime Strategies Unit is comprised of senior Assistant District Attorneys and Analysts. The unit gathers, verifies, and analyzes intelligence and data from numerous sources, including the New York City Police Department, in order to identify those individuals most intensely involved in criminal activity, especially shootings, in Brooklyn. The unit maps those areas of concentrated criminal conduct so as to more effectively and efficiently deploy law enforcement resources (including those of the office) to reduce violence and improve public safety. Lastly, the unit delivers targeted information to bureaus and units throughout the office, in order to assist them in making data-driven decisions regarding investigations, prosecutions, and defendants' participation in alternative-to-incarceration programs.

Under general supervision, with latitude for independent initiative and judgment and decision the prospective candidate will perform the following duties:
- Analyze data on arrests and criminal complaints and provide daily summaries of criminal activity in various geographic regions to Assistant District Attorneys.
- Gather and organize data related to high-priority criminal targets and create intelligence profiles and alerts on said targets.
- Preparation of various daily and weekly Crime Analysis Reports which are distributed internally to the Crime Strategies Unit as well as to various departments and senior executives in the office. Maintain and update existing databases and spreadsheets.
- Gather data from multiple sources (public and restricted) and in various formats (databases, spreadsheets, pdf documents, various internet data formats, etc.). Clean, organize, and process the data into data collection systems.
- Analyze and interpret collected data. Present insights and visualize findings in clear, organized, and comprehensive reports, graphs, charts, etc. to both data-proficient and non-proficient stakeholders.
- Identify new sources of data and develop methods to collect, analyze, and report.

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

- Excellent interpersonal, verbal, and written communication skills.
- 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.
- Possess a readiness to learn and adapt to rapid changes in technology.
- Working knowledge of the District Attorney's Office and New York State court systems is preferred.

Additional Information

Candidates must meet the additional requirements:

- Must be an expert with Microsoft Excel formulas. Must be currently using Excel for a minimum of 2 years. If selected, the interview will include a technical component.
- Must have previous experience in data analysis. Must possess strong problem-solving and analytical skills. Attention to detail and accuracy are essential. Must have the ability to use computers and technology effectively and efficiently.
- Bachelor's degree is preferred.
- Familiarity with NY State criminal justice system and NYPD procedures is a plus.
- Familiarity with Access, SQL, and VBA is a plus.

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

To Apply

Click on the 'Apply Now"
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.

Public Svc Loan Forgiveness

As a prospective employee of the City of New York, you may be eligible for federal loan forgiveness programs and state repayment assistance programs. For more information, please visit the U.S. Department of Education's website at https://studentaid.gov/pslf/.

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 09/13/2023   **POST UNTIL** 09/28/2023