



**DISTRICT ATTORNEY KINGS COUNTY**  
**Job Posting Notice**

<b>Job ID</b>	781017	<b># of Positions</b>	1
<b>Business Title</b>	CMS Data Analyst		
<b>Civil Service Title</b>	COMMUNITY ASSOCIATE		
<b>Title Code No</b>	56057	<b>Level</b>	00
<b>Title Classification</b>	Non-Competitive		
<b>Proposed Salary Range</b>	\$ 63,809.00 - \$ 63,809.00 (Annual)		
<b>Work Location</b>	350 Jay St, Brooklyn Ny		
<b>Division/Work Unit</b>	Clerks Office		

[Return to Previous Page](#)

[Switch to Internal View](#)

**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 Data Analyst in its Case Management Services Unit. The Office's Case Management Services Unit (CMS) provides essential support to the Office's legal practice, ensuring the collection, entry, and auditing of complete, timely, and high-quality data from court proceedings and other sources. CMS data is relied upon by assigned prosecutors preparing their cases, prosecutors appearing in court, and supervisors throughout the Office and supports the Office's reporting, analysis, and transparency initiatives, and its staff are a critical part of the Office's mission to keeping Brooklyn safe while building community trust by ensuring fundamental fairness in the criminal justice system. In this position, reporting directly to the Director of CMS, the Data Analyst will prepare various data integrity reports and will resolve data discrepancies. The Data Analyst will also be responsible for collaborating with other departments on data-driven projects consistent with Office priorities.

**Responsibilities:**

- Review and analyze information captured by CMS staff-- including previously entered data-- for completeness and accuracy using knowledge of practice and procedure as well as all available sources of information to identify and resolve inaccurate, inconsistent, or incomplete entries.
- Create SQL data audit reports as needed by CMS and other departments.
- Audit and review data for accuracy, completeness and consistency.
- Identify discrepancies, errors, or missing information and provide corrective actions.
- Provide daily reports from on-the-record proceedings using all relevant information entered according to the Office's standardized case data structure into the appropriate Office data systems.
- Understand the workflow of the Office and provide problem-solving strategies
- Collaborate with IT and other departments to further improve efficiency of in-house applications.
- Facilitate communication between the District Attorney's Office, Office of Court Administration, Police Department, and other various parties involved in the justice system when discrepancies arise.
- Inform the Office of Court Administration of various discrepancies to avoid incorrect adjournments, pleas, sentencing and other issues that could lead to incorrect information on criminal history reports.
- The CMS Data Analyst may attend various training courses required for court testimony and professional development as an analyst.
- Perform related tasks and assignments as required.

**Preferred Skills**

- Must be able to perform under pressure and prioritize tasks among competing needs.
- Proven experience in Microsoft SQL Server, Microsoft SQL Reporting Services, Power BI and Microsoft Office Suite.
- Must be very detail-oriented, self-motivated, highly organized, and must possess a very high concern for data accuracy.
- Must be a dependable team player.
- Possess strong communication skills with an ability to interact with all levels of staff, with a high regard for confidentiality and diplomacy.
- Possess strong analytical and problem-solving skills.

**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.

**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** 05/13/2026

**POST  
UNTIL**

05/27/2026

[Return to Previous Page](#)

[Switch to Internal View](#)

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