



**OFFICE OF THE DISTRICT ATTORNEY
RICHMOND COUNTY
JOB VACANCY NOTICE**

TITLE COMMUNITY ASSOCIATE (2 POSITIONS)	SALARY \$34,644-\$57,655
BUREAU EXECUTIVE ADA	LOCATION 130 STUYVESANT PLACE

JOB DESCRIPTION:

The Richmond County District Attorney (RCDA) has immediate openings for two (2) Crime Analysts for its Crime Strategies Unit (CSU). The mission of CSU is to collaborate with RCDA staff and criminal justice partners to identify crime drivers; identify patterns and trends of crime; gather and sort intelligence, to enhance prosecutorial outcomes through the application and implementation of intelligence driven prosecution.

The applicant must demonstrate strong interest in criminal law and law enforcement; multimedia, and have skills including photo, audio, video editing and enhancement, as well as a proficiency in social media applications.

Primary responsibilities of the position include, but are not limited to:

- Performing forensic examinations and analysis of cell phone data, including phone record relationship analysis;
- Using various databases to perform background and information searches, such as: eJustice, IIS, IFCOM, Webcrims, social media vehicles and various watchdog registries;
- Performing data entry and processing of crime data;
- Performing forensic multimedia analysis to enhance evidence;
- Processing phone records using mapping software;
- Testifying as necessary at trials and hearings related to analysis;
- Working internally, and externally with strategic partners, to generate reports and data for crime prevention initiatives;
- Documenting activity in a timely fashion while adhering to office policies regarding retention, documentation and confidentiality.
- Other duties as assigned.

PREFERRED SKILLS:

- Familiarity with SQL server and dBase principles.
- A baccalaureate degree from an accredited college.
- ESRI ArcGIS, IBM I2, and Computer hardware experience.
- Excellent command of Excel, and PowerPoint including familiarity with pivot tables.
- Excellent written and oral communication skills.

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.

TO APPLY FOR THIS POSITION:

Please submit cover letter/resume electronically using one of the following methods:

CITY EMPLOYEES: Apply through Employee Self Service (ESS). www.nyc.gov/ess. Search for Job ID #: **249912**
ALL OTHER APPLICANTS: Go to www.nyc.gov/careers/search. Search for Job ID#: **249912**

Only applicants scheduled for interviews will be contacted. Submission of application does not guarantee that you will receive an interview.

The Richmond County District Attorney's Office is an Equal Opportunity Employer.

Dated August 4, 2016	Post Until Filled	Transmittal Number 905-17-016
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