

Job Description

[Sign In](#) | [New User](#)
[◀ Previous Job](#) [Next Job ▶](#)

DISTRICT ATTORNEY KINGS COUNTY
Job Posting Notice
Job Details

Job ID:	362784	# of Positions:	1
Business Title:	Investigative Analyst	Title Code No:	56057 Level: 00
Civil Service Title:	COMMUNITY ASSOCIATE	Proposed Salary Range:	\$ 46,000.00 - \$ 46,000.00 (Annual)
Title Classification:	Non-Competitive		
Job Category:	Legal Affairs, Policy, Research & Analysis		
Career Level:	Experienced (non-manager)		
Work Location:	350 Jay St, Brooklyn Ny		
Division/Work Unit:	Investigations		

Job Description

The Kings County District Attorney's Office, located in the Metrotech area of Brooklyn, New York, is accepting applications for the position of Investigative Analyst in the Investigations Division.

The Investigations Division is a group of bureaus and units that conduct the investigation and prosecution of specialized crimes that include: civil rights violations, frauds, vehicular crimes, organized crime, public corruption, and gang and narcotics activity.

Duties include the following:

- Working closely with Assistant District Attorneys, police officers, and financial investigators on complex, long-term investigations.
- Using public records, law enforcement databases, and social media to research case subjects and locate witnesses.
- Analyzing telecommunications and financial records.
- Capturing and documenting case-relevant online content.
- Reviewing evidence, including seized and subpoenaed records.
- Preparing memorandums, spreadsheets, charts, and graphs, both for internal use and for grand juries and trials.
- Mapping cell site records.
- Testifying under oath about research and analysis.
- Data-mining and conducting proactive research.
- Listening to wiretapped and inmate calls.
- Establishing links, discerning activity patterns, and identifying assets and other case leads.
- Coordinating with other bureaus and units within the Kings County District Attorney's Office, as well as with private and government entities, including the New York City Police Department and federal agencies.

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

Candidates must be adaptable, organized, comfortable working with data, and effective communicators.

Experience working in law enforcement or using any of the following applications will be considered a plus: Sytech ADACS, Pen-Link, Thomson Reuters CLEAR, LexisNexis Accurint, Ringtail, and i2 Analyst's Notebook.

To Apply

Click "Apply Now" Button.

We appreciate the interest and thank all applicants who apply, but only those candidates under consideration will be contacted.

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: 08/29/2018

POST UNTIL: 09/05/2018

[Apply Now](#)
[Email to Friend](#)