

Job Description

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DISTRICT ATTORNEY KINGS COUNTY Job Posting Notice

Job Details

Job ID:	363005	# of Positions:	1
Business Title:	Rackets Investigator	Title Code No:	30830 Level: 00
Civil Service Title:	RACKETS INVESTIGATOR	Proposed Salary Range:	\$ 55,060.00 - \$ 55,060.00 (Annual)
Title Classification:	Non-Competitive		
Job Category:	Public Safety, Inspections, & Enforcement		
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 Detective investigators assigned to the Command Center on a 24 hour a day, 7 day a week coverage schedule, as mandated by the District Attorney.

This is a sworn police officer position.

Under varying levels of managerial or executive direction, with varying degrees of latitude for independent initiative, judgment and decision, ADA's in the investigation and notification of criminal investigations and is responsibilities for:

- Being aware of all incidents effecting The Brooklyn District Attorney's office as it relates to notifications, and dissemination of information.
- Ensuring all log entries that are to be made at the Command Center are done in a productive and timely manner.
- Assisting in maintaining an accurate riding schedule for District Attorneys.
- Ensuring that the fleet of drivers that are assigned to transport KCDA personnel do so in an effective and timely manner.
- Assigning warrants, cars, and funnel phone calls to appropriate persons, often in a time sensitive situation.
- Inspecting all aspects of the daily, and periodic entries made to the various logs contained within the Command Center. Ensure that proper notifications and historic archives are preserved, and accurate. Also knowing how to retrieve those periodical informational sources for future recall.
- Providing coverage for your tour, not often accompanied by another, and ensure that all issues that arise at the command center are adjudicated properly.
- Formulating protocols to update current procedures and modify them to ensure that the most current protocols are followed, and developing protocols are instituted.

Minimum Qual Requirements

1. A baccalaureate degree from an accredited college; or
2. High school graduation and two years of full-time paid experience in police enforcement or investigative work; or
3. A satisfactory equivalent.

Preferred Skills

- Prior law enforcement and criminal justice experience.
- Excellent interpersonal, organizational, written and verbal skills required.
- Proficient in Microsoft Word, Excel, and Access.
- Must possess the ability and readiness to quickly learn and use various industry relevant computer software.
- Ability to work with frequent interruptions and adapt to changes in workflow.
- Ability to work independently and manage multiple short-term projects.
- Ability to follow directions and apply proper policies, procedures, and guidelines.
- Strong attention to detail and high concern for data accuracy.
- Dependable team player who works collaboratively and cooperatively with staff in a team-oriented environment.
- Must be able to perform under pressure in a fast-paced environment; detail oriented, self-motivated, and able to multi-task.
- Ability to interact with all levels of staff and other law enforcement agencies.

Educational Requirements:

- Bachelor's Degree or Associates Degree plus specialized experience (Military, Law Enforcement)

Additional Information

- Must meet all qualifications to be certified as a police officer on the NYS DCJS Police registry.
- Must have successfully completed police academy training in New York State and you are required to pass a mandatory background check to carry a firearm.
- Must possess critical thinking skills and strong research ability.
- Must have a valid NYS driver's license.
- Must pass a medical exam, drug test, psychological screening and an intensive background check.
- As per NY Public Officers Law 2, §3-B, U.S. citizenship required.
- Three (3) year commitment to KCDA.

To Apply

Click the 'Apply Now' button.

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

Hours/Shift

Primarily work 3-11 tour Monday thru Friday and the ability to work OT and weekends.

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: 09/14/2018

POST UNTIL: 09/21/2018

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