



NYC Job Posting ID #372487

*POSITION AVAILABLE*

**BODY WORN CAMERA ANALYST  
COMMUNITY ASSOCIATE**

**RICHMOND COUNTY DISTRICT ATTORNEY**

The men and women of the Richmond County District Attorney's office work each day in partnership with Law Enforcement and the people of Staten Island to pursue justice for victims of crime, to prevent crime in all its forms, and to promote the safety and well-being of all citizens of our Borough.

**THE ROLE**

To support the New York City Police Department's (NYPD) processing of Body Worn Cameras (BWCs), the Community Associate will assist in managing, archiving, and editing BWC footage and corresponding data. Duties will include, but are not limited to, the following:

- Uploading BWC footage into PCMS (case management system) for access by ADAs
- Reviewing BWC video for case relevance as requested by ADAs
- Visual and audio redaction of BWC footage at request of ADAs
- Liaising with NYPD to ensure that BWC footage is shared with RCDA
- Assisting in maintaining accurate BWC records
- Serving as a backup to Criminal Court assistants
- Other duties as assigned by Supervisor

**MINIMUM 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 writing, communication, inter-personal, problem-solving and organizational skills
- Ability to prioritize and manage multiple assignments
- Ability to work with minimal supervision; high degree of initiative and creativity
- Ability to work with diverse groups as part of a team and/or independently
- Advanced proficiency in MS Office (Excel, Word, Outlook), and data entry
- Familiarity with video editing technology

CIVIL SERVICE TITLE: **COMMUNITY ASSOCIATE**

SALARY RANGE: **\$40,000 - \$45,000**, Commensurate with experience; full NYC benefits package

APPLICATION DEADLINE: **March 8, 2019**, or until filled

**TO APPLY: ALL APPLICATIONS MUST BE SUBMITTED THROUGH THE NYC JOBS WEBSITE**

City Employees – Click [here](#) and log in to ESS.

Non-City Employees – Go to <https://a127-jobs.nyc.gov/>

- Search for job ID number: **372487**
- Click on “Apply Now” at the bottom of the posting

Please be advised only candidates under consideration will be contacted.

The candidate selected for this position must be a resident of the City of New York or become a resident within 90 days of appointment.

Authorization to work in the United States is required for this position.

Sponsorship is not available for this position.

THE RICHMOND COUNTY DISTRICT ATTORNEY IS AN EQUAL OPPORTUNITY EMPLOYER AND A COPY OF THE EQUAL OPPORTUNITY PROGRAMS IS AVAILABLE IN THE HUMAN CAPITAL DIVISION. THE DEPARTMENT MAKES AVAILABLE ACCOMMODATIONS FOR DISABLED APPLICANTS