



NYC Job Posting ID #548720

*POSITION AVAILABLE*

## **Crime Strategy Analyst Crime Strategies Unit**

### **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**

The Crime Strategy Analyst will report directly to the Chief Investigator and will be responsible but not limited to the following duties:

- Perform analytical work in the compilation and examination of complex data in criminal investigations involving but not limited to; homicides, narcotics, money laundering, criminal gangs and drug overdoses, both narcotics related and prescription related;
- Review and analyze information gathered during criminal investigations as well as utilizing complex databases and analytical software. Prepare maps, charts, graphs, reports, spreadsheets and link analysis to support attorneys and law enforcement;
- Analyze a wide variety of statistical data to identify emerging crime patterns and trends relevant to the work of the agency;
- The analyst may be called upon to testify in court regarding analysis performed during investigations;
- Other duties as assigned.

### **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**

- Motivated with good creative and critical thinking skills and a structured analytical approach.
- Excellent verbal, written and professional interpersonal communication skills.
- Strong analytical, problem-solving, and time-management skills.
- Detail-oriented while meeting competing deadlines in a fast-paced environment.
- Gather data from social media and other internet sites and create an analytical report.

- Strong record keeping skills and detailed oriented.
- Excellent verbal, written, research and professional interpersonal communication skills.
- Proficiency in analytical software and/or experience using Analyst Notebook, Penlink PLX, ARCGIS, SQL, Microsoft Office programs, and Excel.

CIVIL SERVICE TITLE: **Community Associate**

SALARY RANGE: **\$55,000 – \$60,000**, Commensurate with experience; full NYC benefits package

**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: 548720
- Click on the job business title: **Crime Strategy Analyst**
- 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.

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