



NYC Job Posting ID # **561301**

POSITION AVAILABLE
BODY WORN CAMERA ANALYST
Body Worn Camera 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

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: 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: **561301**
- Click on the job business title: **Body Worn Camera Unit**
- 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.

As of August 2, 2021, all new hires must be vaccinated against the COVID-19 virus, unless they have been granted a reasonable accommodation for religion or disability. If you are offered city employment, this requirement must be met by your date of hire, unless a reasonable accommodation for exemption is received and approved by the hiring agency.

Nothing can provide a higher level of protection against COVID-19 or do more to speed the City’s recovery than vaccination, which is safe and lifesaving. Convenient and community-based vaccination sites can be found via nyc.gov/vaccinefinder or by calling 877-VAX-4-NYC.

The City of New York is an inclusive equal opportunity employer committed to recruiting and retaining a diverse workforce and providing a work environment that is free from discrimination and harassment based upon any legally protected status or protected characteristic, including but not limited to an individual's sex, race, color, ethnicity, national origin, age, religion, disability, sexual orientation, veteran status, gender identity, or pregnancy.