



NYC Job Posting ID # 603998

POSITION AVAILABLE

**Data Analyst – Discovery and Data
Data Management 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

Under the direct supervision of the Data Management supervisor, the candidate will serve as a Data Analyst. The analyst will collect data from outside agencies like NYPD, OCA, as well as from a self-generated data system called PCMS. The data analyst will analyze the data to generate reports and other documents to help inform prosecution and office policies. Duties will include, but not limited to the following:

- Analyze and review data within our case management system, and other sources, in order to provide reports and other documents.
- Oversee the various office statistics; the tracking of felony cases on for hearings and trials; the misdemeanor trials, ensure data is entered into Executive drive.
- Collaborate with outside agencies on data-driven projects.
- Work with IT, prosecutors, and investigators to create, maintain, and develop data analysis tools to obtain data efficiently while ensuring data compliance procedures are in place.
- Create reports and compile data upon request of senior staff and Executives, ADA's and other office staff.
- Use charts and other visualization tools to present complex data in a simple, comprehensible way.
- Assess and evaluate prosecutorial outcomes against office policies and metrics using a range of data sources.
- Work with senior staff to develop workflows for data, in order to maximize efficiency.
- Work on special projects as assigned.
- Participate in new employee trainings and provide follow-up support.

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

- Bachelor's degree.
- Prior criminal justice experience or coursework preferred.
- Excellent verbal, written and professional interpersonal communication skills.
- Proficiency in Microsoft Office programs.
- Fluency in foreign languages, particularly Spanish

LOAN FORGIVENESS:

The federal government provides student loans forgiveness through its Public Service Loan Forgiveness Program (PLF) to all qualifying public service employees. Working with the Staten Island District Attorney's Office qualifies you as a public service employee, which forgives the remaining balance on your direct loans after you've reached a certain number of qualifying payments (most people use this to forgive school loans)! Please visit the Public Service Loan Forgiveness Program site to view the eligibility requirements.

CIVIL SERVICE TITLE: **Community Associate**

SALARY RANGE: **\$57,000-\$65,000**, 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: 603998
- Click on the job business title: **Data 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.

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

Sponsorship is not available for this position.

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.