



NYC Job Posting ID # 604003

*POSITION AVAILABLE*

**Intelligence Analyst – Gun Violence & Cyber Crimes  
Narcotics-Investigations Bureau**

**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 Bureau Chief, the candidate will serve as an Intelligence Analyst. The analyst will focus on gun violence investigations, specifically related to gang violence. The analyst will review data from various sources to make connections between shots fired occurrences, shootings, and homicides and will provide analysis and research on intelligence and data obtained relating to firearm trafficking, possession, and use. In addition, the analyst will assist on cybercrime investigations and cases, including criminal impersonation and fraud. Duties will include, but not limited to the following:

- Gather, analyze, and process data from varying sources, including, but not limited to, open-source intelligence, information from law enforcement partners, and legal process to produce reports regarding gun and gang violence on Staten Island;
- Assist in developing and implementing intelligence-driven prosecution strategies targeting priority offenders;
- Create reports and other documents regarding statistical analysis of crime trends and gun violence;
- Compare, maintain, and analyze firearm and ballistics comparison reports;
- Analyze returns from search warrants and other legal process involving social media, e-mail accounts, and other data;
- Attend meetings with various law enforcement agencies and civilian witnesses with prosecutors and other members of RCDA.
- Maintain databases and spreadsheets of gangs and gun violence and update as necessary.
- Work with the Crime Strategies Unit, Trials Bureau, and other members of RCDA to ensure an open flow of data.

## 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)!

CIVIL SERVICE TITLE: **Community Associate**

SALARY RANGE: **\$60,000-\$75,000**, 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: 604003
- Click on the job business title: **Intelligence 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.