



OFFICE OF THE DISTRICT ATTORNEY
Bronx County

Darcel D. Clark – District Attorney

JOB VACANCY NOTICE

CIVIL SERVICE TITLE: Community Associate

LEVEL: N/A

FUNCTIONAL TITLE: Cell Site Analyst

TITLE CODE NO: 56057

HIRING RATE: \$45,000

BUREAU/WORK UNIT: Crime Strategies and Case Enhancement Unit

SHIFT: M-F, 9-5

WORK LOCATION: 198 E. 161ST ST., 8TH FL.

NUMBER OF POSITIONS: 1

JOB SUMMARY:

The Bronx District Attorney's Office is seeking analysts, specializing in telephone records of all types, to join their Crime Strategies and Case Enhancement Unit. The primary responsibility of the Cell Site Analyst is to liaise with Assistant District Attorneys and other office personnel, as well as outside agencies, and perform detail-oriented examinations of telephone records to support investigations and prosecutions.

ESSENTIAL FUNCTIONS:

1. Examination of telephone records (such as call log detail and "cell site" location reports) to ascertain significant call patterns and/or geographic relevance of telephone communications.
2. General fluency with computer applications and electronic devices, and a readiness to learn about and adapt to rapid changes in technology
3. Creative ability to devise formatting solutions regarding large or inconsistent data sets.
4. Exceptional oral communication and interpersonal skills
5. Advanced Microsoft Excel skills required (i.e. must possess technical proficiency with formulas)

JOB RESPONSIBILITIES:

Specific duties will include, but are not limited to the following:

- Confer with Assistant District Attorneys about findings and their importance in the context of the underlying case.
- Perform case intake duties.
- Prepare reports outlining steps taken on a particular assignment or investigation.
- Testify under oath when required regarding analyses performed.
- Extract data to prepare audio/visual aids for investigative purposes and/or presentation of relevant evidence at trial and/or Grand Jury proceedings.
- Draft subpoenas and court orders involving telephone records.
- Interact with telephone companies or similar service providers, law enforcement personnel, or city agencies
- All other duties as assigned

PREFERRED EDUCATION AND EXPERIENCE/QUALIFICATIONS:

- **Baccalaureate degree preferred OR a High School diploma/GED AND a minimum of two (2) years work experience in a law firm, governmental agency, law enforcement agency or telephone carrier**
- Candidates familiar with telephone analysis software, link analysis software or GIS platforms will be given preference. (If applicable, this should be clearly indicated on both the submitted cover letter and resume)
- Candidates formerly employed by a major telephone carrier or law enforcement agency will be strongly considered (i.e. familiarity with bill records, call log detail reports, call routing, dial plans, etc.)
- Ability to handle multiple challenging assignments and perform in a fast-paced environment

To apply, please submit your resume/cover letter to the following address. Please include the Job Vacancy Number (JVN):

Email: BxDAHR@bronxda.nyc.gov

Or, mail to:

Abigayle Erickson

Human Resources Unit

Office of the Bronx District Attorney

198 E 161st Street, 4th Floor, Bronx, NY 10451

Your resume may be considered for additional assignments for which you are qualified. Only applicants scheduled for interviews will be contacted.

Submission of application is not a guarantee that you will receive an interview.

POST DATE: 03/31/2016

POST UNTIL: Filled

JVN: 902-16-1240

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