



**OFFICE OF THE DISTRICT ATTORNEY**  
**Bronx County**

*Darcel D. Clark – District Attorney*

**JOB VACANCY NOTICE**

**CIVIL SERVICE TITLE:** Community Associate  
**FUNCTIONAL TITLE:** Crime Analyst  
**TITLE CODE NO:** 56057  
**BUREAU/WORK UNIT:** CSCEU  
**WORK LOCATION:** 198 E. 161<sup>ST</sup> ST., 8<sup>TH</sup> FL.

**LEVEL:** N/A

**HIRING RATE:** \$45,000

**SHIFT:** M-F, 9-5

**NUMBER OF POSITIONS:** 5

**JOB SUMMARY:**

The Bronx District Attorney's Office is seeking analysts, specializing in data collection and analysis, to join their Crime Strategies and Case Enhancement Unit. The primary responsibility of the Crime Analyst is to liaise with Assistant District Attorneys and other office personnel, as well as outside agencies, and perform detail-oriented collection and examination of data and intelligence to support investigations and prosecutions.

**ESSENTIAL FUNCTIONS:**

1. Perform in-depth computer and database searches and analyses of investigative targets and arrested defendants.
2. Gather, organize, and analyze large data sets. Create summaries and timelines for ADA bail applications and investigations, as well as create intelligence profiles, and develop leads. Actively manage the CSCEU database based on legal parameters for retention of data.
3. Extract data to prepare audio/visual aids for investigative purposes and/or presentation of relevant evidence at trial and/or Grand Jury proceedings.
4. Assist in the drafting and execution of search warrants. Conduct interviews of victims, community representatives / coordinators, law enforcement, informants and defendants.
5. Communicate investigative results to other team members and testify under oath when required regarding analyses performed.

**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 investigation or case.
- Liaise with service providers, law enforcement personnel, and national, state, and city agencies.
- Perform data entry and administrative tasks as required; prepare reports outlining steps taken on a particular assignment or investigation.

**PREFERRED EDUCATION AND EXPERIENCE/QUALIFICATIONS:**

- Bachelor's degree required (preferably in data science, mathematics/statistics, computer science, or criminal justice), two years related experience preferred.
- Candidates with experience managing and analyzing large or inconsistent data sets, database skills, or experience with 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).
- Advanced Microsoft Excel skills required (i.e. must possess technical proficiency with formulas and pivot tables).
- Highly skilled in standard computer operating systems and software (Windows, Microsoft Office, Excel, Word, PowerPoint) with strong ability to learn new software.
- Ability to handle multiple challenging assignments, detail oriented, with superior organizational, analytical, writing, and communication skills.
- Two year commitment is required.

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

**Email:** [BxDAHR@bronxda.nyc.gov](mailto:BxDAHR@bronxda.nyc.gov)

*Or, mail to:*

**Abigayle Erickson**  
**Human Resources Unit**  
**Office of the Bronx District Attorney**  
**198 E 161<sup>st</sup> Street, 4<sup>th</sup> 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:** 07/28/2016

**POST UNTIL:** Filled

**JVN:** 902-16-1260

*The Office of the Bronx District Attorney is an Equal Opportunity Employer **Committed to Diversity***