

**NEW YORK CITY DEPARTMENT OF PROBATION
JOB VACANCY NOTICE – JVN 781-17-011**

CIVIL SERVICE TITLE: Community Coordinator	TITLE CODE: 56058
OFFICE TITLE: Investigator Analyst	SALARY: \$50,362 - \$78,177
DIVISION/WORK UNIT: Administration/Adult/Juvenile Operations	WORK LOCATION: Citywide
HOURS: 35 Hours Per Week	NUMBER OF POSITIONS: Multiple

JOB DESCRIPTION

The New York City Department of Probation (DOP) helps build stronger and safer communities by working with and supervising people on probation, fostering positive change in their decision-making and behavior, and expanding opportunities for them to move out of the criminal and juvenile justice systems through meaningful education, employment, health services, family engagement and civic participation. We are located in every borough across the City and provide three core services –pre-sentence investigations, intake and probation supervision. In summary, DOP ensures that people who enter our system are supervised according to their risk level and receive the support and services they need to abide by the law and be an asset to their communities.

The Department is seeking to hire Investigator Analysts, with some latitude for independent initiative, judgment and decision making, and in close collaboration with Administration, Adult and Juvenile Operations, responsibilities will include but not limited to:

- Working closely with Probation Officers and other staff on complex, long-term investigations/monitoring;
- Using public records, databases, and social media to research case subjects;
- Analyzing telecommunications and other records;
- Capturing and documenting case-relevant online content;
- Preparing memorandums, spreadsheets, charts, and graphs, both for internal and external use;
- Mapping mobile (cell) devices site records;
- Data-mining and conducting proactive research;
- Establishing links, discerning activity patterns within on-line and social media;
- Coordinating with other bureaus and units within the Department of Probation, as well as with private and government entities;
- May be required to testify under oath about research and analysis;
- May perform other related duties as assigned.

PREFERRED SKILLS:

- Candidates must be adaptable, organized, comfortable working with data.
- Excellent Communication Skills.
- Experience working in law enforcement or using any of the following applications will be considered a plus: Sytecch ADACS, Pen-Link, Thomson Reuters CLEAR, Lexis Nexis Accurint, Ringtail, and i2 Analyst's Notebook.

QUALIFICATION REQUIREMENTS

1. A baccalaureate degree from an accredited college and two years of experience in community work or community centered activities in an area related to the duties described above; or
2. High school graduation or equivalent and six years of experience in community work or community centered activities in an area related to the duties as described above; or
3. Education and/or experience which is equivalent to "1" or "2" above. However, all candidates must have at least one year of experience as described in "1" above.

Note: New York City Residency is not required for this position; however, you must reside in New York State.

APPOINTMENTS ARE SUBJECT TO OFFICE OF MANAGEMENT AND BUDGET (OMB) APPROVAL

TO APPLY, PLEASE SUBMIT RESUME AND COVER LETTER TO:

External Applicants: <https://a127-jobs.nyc.gov/>

Internal Applicants: Employee Self Service (ESS)

SUBMISSION OF APPLICATION IS NOT A GUARANTEE THAT YOU WILL RECEIVE AN INTERVIEW

POST DATE: September 26, 2016

POST UNTIL: Until Filled

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“THE CITY OF NEW YORK AND THE DEPARTMENT OF PROBATION IS AN EQUAL OPPORTUNITY EMPLOYER”

“REASONABLE ACCOMMODATION AVAILABLE UPON REQUEST”