

## **INVESTIGATIVE ANALYST ASSISTANT I**

**DISTINGUISHING FEATURES OF THE CLASS:** This is specialized entry-level intelligence work primarily involving responsibility for analyzing data, including patterns and trends and social media, to support highly confidential investigations of the Crime Analysis Center of the Office of the District Attorney. The work is performed under the direct supervision of the Chief Criminal Investigator and general direction of the District Attorney, and in accordance with the District Attorney's policies and objectives to prevent, interrupt, and reduce criminal activities. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Performs crime-related and intelligence analyses for investigations and intelligence operations of the Crime Analysis Center in the Office of the District Attorney, by identifying and evaluating crime patterns and trends, comparing social media information to intelligence information and criminal history, documenting crime clusters, defining crime "hot spots", etc. in order to prevent, interrupt, and reduce criminal activities in the County of Rockland and the New York Metropolitan area;

Analyzes investigative reports, public information sources regarding crime and criminals, etc. in order to provide information used to develop tactical and strategic plans;

Performs crime analyses and provides results to law enforcement agencies, including local police departments, to support tactical operations, strategic planning, decisions regarding the allocation of resources, etc.;

Performs intelligence analyses, as needed, for special projects, as assigned and directed by the Chief Criminal Investigator and the District Attorney;

Maintains a variety of confidential records (e.g. intelligence operations);

Prepares a variety of structured reports, as needed, regarding analyses, including but not limited to technical descriptions of analyses, findings, recommendations, etc.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Working knowledge of the policies and objectives of the District Attorney's Crime Analysis Center\*; ability to communicate effectively, both orally and in writing; ability to complete special projects; ability to complete crime-related and intelligence analyses in accordance with the Rockland County District Attorney's programs and goals\*; ability to complete forms; ability to establish and maintain effective working relationships with others; ability to use computer applications in the completion of assignments\*.

### **MINIMUM QUALIFICATIONS:**

1. A Bachelor's degree in Criminology, Computer Forensics, Digital Forensics or Digital Forensics Investigations, Criminal Investigations, Financial Crimes Investigations, Cybersecurity, or comparable curriculum; or
2. A Bachelor's degree and one (1) year of experience that substantially involved crime-related and intelligence analyses (e.g., digital forensics investigations, computer crime investigations, cyber security, tracking and identifying crime clusters, etc.).

**NOTE:** A Master's degree in Criminology, Computer Forensics, Digital Forensics or Digital Forensics Investigations, Criminal Investigations, Financial Crimes Investigations, Cybersecurity or comparable curriculum shall be deemed fully qualifying.

\*To be demonstrated during the probationary period.