



## DUTCHESS COUNTY CLASS SPECIFICATION

## CRIME ANALYST (DISTRICT ATTORNEY)

DATE ADOPTED: 1/1/2020

LAST REVISION: 3/12/2025

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### **DISTINGUISHING FEATURES OF THE CLASS:**

This position has primary responsibility for providing analytical and technical support within the Office of the District Attorney. This position acts as a technical resource. Responsibilities include social media data mining, review of recordings from public/private surveillance cameras and computer-aided dispatch feeds, review of recorded telephone calls, use of facial recognition software, use of crime mapping technology, etc. The incumbent is responsible for coordinating the maintenance, retrieval and disposal of evidence and for ensuring that it is done in accordance with state law and department policy. This position does not involve work at the crime scene. Work is performed independently under prescribed guidelines with complete confidentiality. Supervision is received from the Chief Investigator (District Attorney). Guidance and direction on a specific case is received from the attorney assigned to the case. Supervision is not a normal function of this position. Evening work and other than normal work schedule can be expected in this position.

### **TYPICAL WORK ACTIVITIES:**

The following is indicative of the level and types of activities performed by incumbents in this title. It is not meant to be all-inclusive and does not preclude a supervisor from assigning activities not listed which could reasonably be expected to be performed by an employee in this title.

1. Responsible for working with law enforcement agencies to facilitate intelligence and data-sharing;
2. Receives, sorts, inventories and maintains evidence and property in a secure manner in accordance with departmental and legal requirements;
3. Ensures that all evidence related documentation is complete, accurate, and in accordance with departmental and legal requirements;
4. Facilitates the removal of evidence for legitimate and legal purposes;
5. Facilitates the disposition of obsolete evidence, including communicating with law enforcement agencies and vendors;
6. Transports evidence to and from law enforcement agencies and vendors;
7. Prepares reports, spreadsheets and presentations to document findings;
8. Provides testimony related to evidence and property maintenance and handling;
9. Responsible for the coordination and setup of courtroom technology;
10. Assists and participates in the development and maintenance of procedures related to confidentiality, record keeping and other administrative duties;
11. Assists and participates in the development and maintenance of policies governing narrative and statistical reporting and outcome measurements;
12. Assists attorneys in the preparation for and trial of criminal cases;
13. Processes and maintains property and equipment records;
14. Attends training sessions on changes in law, investigation techniques, criminal forensics and other subjects, as required;
15. May provide assistance in the operation of the Hudson Valley Crime Analysis Center.

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

Working knowledge of techniques and procedures in conducting criminal investigations; Working knowledge of laws governing arrests, rules of evidence and court procedures; Working knowledge of techniques of securing and preserving evidence, and presenting it in physical, oral or written form; Working knowledge of the New York State Penal Law, Criminal Procedure Law, and Vehicle and Traffic Law; Knowledge of the rules and procedures



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pertaining to evidence maintenance, storage, distribution and disposal sufficient to independently carry out such duties and to act as a resource to the department; Knowledge of the rules and procedures for processing paperwork related to a law enforcement office, including interaction with law enforcement agencies, courts, and other public agencies; Ability to gather, assemble, analyze and evaluate facts and evidence, draw logical conclusions and make recommendations; Ability to communicate effectively, both orally and in writing; Ability to establish cooperative and effective working relationships with a wide variety of people, including law enforcement officers, members of other governmental agencies, attorneys, and experts; Ability to act independently and with integrity in maintaining evidence and property; Ability to learn and use computer software packages related to work activities; Ability to interact knowledgeably and professionally with law enforcement staff, support staff, and representatives of the courts and other agencies; Personal characteristics necessary to perform the duties of the position; Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

Graduation from high school or possession of a high school equivalency diploma and:

- EITHER: (A) Bachelor's degree in Criminal Intelligence Analysis, Criminal Justice, Criminology, Computer Forensics, Criminal Forensics, Forensic Science, Digital Forensics, Cybersecurity or a Juris Doctorate;
- OR: (B) Associate's degree in Criminal Intelligence Analysis, Criminal Justice, Criminology, Computer Forensics, Criminal Forensics, Forensic Science, Digital Forensics Cybersecurity or a Juris Doctorate and two (2) years of full-time paid work experience in cyber, forensic or criminal investigations with a law enforcement agency;
- OR: (C) Four (4) years of full-time paid work experience in cyber, forensic or criminal investigations with a law enforcement agency;
- OR: (D) An equivalent combination of education, training and experience as indicated in (A), (B), and (C) above.

**SPECIAL REQUIREMENTS:**

Possession of a valid Driver License to operate a motor vehicle in New York State at time of application, and to maintain the position.

**COUNTY USE ONLY:**

<b>BARGAINING UNIT: CSEA</b>	<b>JURISDICTIONAL CLASSIFICATION: Competitive</b>
<b>GRADE: 14</b>	<b>FLSA Code: OT Eligible</b>
<b>REVISION HISTORY: 3/12/25</b>	