



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

***Darcel D. Clark – District Attorney***

**JOB VACANCY NOTICE**

**CIVIL SERVICE TITLE:** Community Coordinator  
**FUNCTIONAL TITLE:** Tech Admin  
**TITLE CODE NO:** 56058  
**BUREAU/WORK UNIT:** Investigations Division  
**WORK LOCATION:** 198 East 161th Street

**LEVEL:** N/A  
**HIRING RATE:** TBD  
**SHIFT:** M-F 9-5  
**NUMBER OF POSITIONS:** 1

**JOB SUMMARY:**

The Office of the Bronx County District Attorney is seeking an Electronic Surveillance Technical Administrator responsible for providing technical expertise, support and guidance regarding covert electronic surveillance and related technology and equipment. This position requires the applicant to comply with a mandatory background check.

**ESSENTIAL FUNCTIONS:**

1. Prior law enforcement experience is preferred, but is not necessary.
2. Versed in the Communications Assistance for Law Enforcement Act.
3. Minimum of 5 years' experience with the SyTech ADACS4 Platform, ACISS database, and the U.S. Department of Justice Electronic Surveillance Platform.
4. Ability to maintain all electronic equipment necessary to operate multiple electronic monitoring sites.

**JOB RESPONSIBILITIES:**

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

5. Maintain, operate and control all electronic surveillance equipment.
6. Implementing court orders for electronic surveillance and for the proper handling, sealing and introduction of evidence in compliance with the New York Criminal Procedure Law and Federal guidelines.
7. Ability to liaise with other law enforcement agencies and governmental and technical institutions.
8. Offer testimony before the grand jury and in other criminal proceedings regarding details related to the logistical and technological processes utilized by the Office regarding the execution of court orders and the gathering of evidence derived therefrom.
9. Assist and mentor investigators and attorneys in the use of electronic and technical equipment and computer programs (e.g. ADACS4, Audio-equipment, and plate reader, GPS tracking devices, mobile digital terminals, and surveillance photography equipment).
10. Prepare reports and maintain records of activities and investigations. Have a working knowledge of the ADACS4 Software Assist with writing of project updates and grant proposals as needed
11. All other duties as assigned.

**PREFERRED EDUCATION AND EXPERIENCE/QUALIFICATIONS:**

12. A baccalaureate degree, from an accredited college is preferred or Combined high school graduation and a minimum of five (5) years of relevant experience.
13. A valid New York State motor vehicle license, and U.S. Citizenship is required.
14. Successful completion of a medical exam, psychological screening and extensive background check.
15. New York State Municipal Police Training Certification preferred, but not required.

**Note:** Due to the necessary service needs of this position, the selected candidate may be required to work nights, weekends and holidays.

To apply you must visit the BXDA Office website ([www.bronxda.nyc.gov](http://www.bronxda.nyc.gov)) and click on Career Opportunities.

POST DATE: 07/25/2018	POST UNTIL: Filled	JVN: 902-18- 1466
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*The Office of the Bronx District Attorney is an Equal Opportunity Employer **Committed to Diversity and Inclusion***