



**State
Police**

KATHY HOCHUL
Governor

KEVIN P. BRUEN
Superintendent

POSTING DATE: 11/12/2021

APPLICATION DUE BY: 12/03/2021

Title: Program Research Specialist 2
Starting Salary: \$60,069.00

Location: Division Headquarters – BCI/Forensic Investigation Support Services
Albany, New York

Grade: 18

Employment Type: Full-Time

Work Days: Monday through Friday

Union Representation: PS&T

The New York State Police Forensic Investigation Support Services – Special Victims Unit performs duties related to the New York State Violent Crime Analysis Program (NYS ViCAP) in support of the FBI's Violent Criminal Apprehension Program. The NYS ViCAP is designed to assist law enforcement agencies with identifying, tracking and apprehending serial offenders. The NYS ViCAP maintains a confidential database which includes homicide, unidentified human remains, missing persons and sexual assault cases. The NYS ViCAP works in conjunction with the National Missing and Unidentified Persons System (NamUs) and has become the regional representative for New York State missing persons cases. The NYS ViCAP provides all case verification for New York State as well as the continuous monitoring of possible matches for cases entered in New York State. This position will include other duties assigned duties including Law Enforcement Referral management and training seminar preparations.

DUTIES:

- Perform research, evaluation and analytical functions.
- Review submitted case information and mark reports for entry into the ViCAP database and the abduction and mutilation databases.
- Regularly input data with various ViCAP databases and quality control the case information for consistency of data entry.
- Conduct adhoc searches of the databases for information and report to the investigating agency any matches or similarities that are identified.
- Research information and develop finalized reports relating to homicides, sexual assaults, unidentified bodies and missing persons.

- Obtain New York State Integrated Justice Portal certification with the ability to send messages and make Department of Motor Vehicle inquiries and request and interpret Justice Portal information as well as other offline searches to assist the investigating agency.
- Interact with contacts with all New York State law enforcement agencies and provide assistance and support in investigations.
- Utilize word processing, spreadsheets and database software to prepare correspondence, reports, and store, manage and analyze data.
- Utilize geographic information system software to capture, store, manipulate, analyze, manage and present data.
- Ensure that information and data collected are securely maintained, including the secure transmission of confidential data.
- Communicate information clearly and concisely, both verbally and in writing to audiences with varying levels of understanding.
- Facilitate meetings and discussions in a manner that ensures participants remain focused on the intended topic and encourages active participation.
- Participate in conferences, training, and community meetings, as appropriate.

MINIMUM QUALIFICATIONS:

- Bachelor's degree or higher and nine (9) semester credit hours in statistics, economics, econometrics and/or research methods and two (2) years experience working in law enforcement, intelligence research or related field.

Preference will be given to candidates who possess skills in the use of word processing, spreadsheet and database software.

HOW TO APPLY:

Kindly submit via U.S. Mail, FAX, or E-Mail a letter of intent and complete resume to:

Ms. MaryEllen Tedesco, Director of Human Resources
Attention: Civilian Hiring Unit
New York State Police
Building 22
1220 Washington Avenue
Albany, NY 12226
Phone: 518-457-3840
Fax: 518-485-2293
Email: personnel@troopers.ny.gov