

## Job Description

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**DISTRICT ATTORNEY KINGS COUNTY**  
 Job Posting Notice

**Job Details**

<b>Job ID:</b>	362168	<b># of Positions:</b>	1
<b>Business Title:</b>	Clerk	<b>Title Code No:</b>	56056 <b>Level:</b> 00
<b>Civil Service Title:</b>	COMMUNITY ASSISTANT	<b>Proposed Salary Range:</b>	\$ 34,818.00 - \$ 34,814.00 (Annual)
<b>Title Classification:</b>	Non-Competitive		
<b>Job Category:</b>	Legal Affairs		
<b>Career Level:</b>	Entry-Level		
<b>Work Location:</b>	350 Jay St, Brooklyn Ny		
<b>Division/Work Unit:</b>	Special Victims Bureau		

**Job Description**

The Kings County District Attorney's Office located in the Metrotech area of Brooklyn, New York, has an exciting opportunity to work as a Clerk/Receptionist in the Special Victims Bureau.

The Special Victims Bureau investigates and prosecutes all sexual assault cases, regardless of the age of the victim, and also investigates and prosecutes all incidents of harm to children who are under 13 years of age at the time that the perpetrator is apprehended, including cases of physical abuse and child fatalities and homicides.

The Special Victims Bureau seeks to hire a fulltime clerk/receptionist. The candidate will be working with attorneys, paralegals and report directly to the Department Manager.

The selected candidate will perform essential clerical tasks, including but not limited to:

- Receive visitors.
- Answering telephones.
- Rerouting calls to appropriate person.
- Taking messages.
- Filing.
- Photocopying.
- Scanning.
- Retrieving files.
- Keeping track of items ordered and received.
- Performing data entry.
- Sort and distribute incoming mail.
- Assist with special projects.
- Perform other related duties and various clerical duties.

**Minimum Qual Requirements**

1. There are no formal education or experience requirements for this position. However, the ability to understand and carry out simple instructions is required.
2. Candidates must be able to understand and be understood in English.

**Preferred Skills**

- Excellent time management skills.
- Excellent communication skills.
- Excellent computer skills.
- Excellent writing skills.
- Must be courteous and professional.
- Must be organized and detail oriented.

**To Apply**

To apply click the "Apply Now" button.

We appreciate the interest and thank all applicants who apply, but only those candidates under consideration will be contacted.

**Residency Requirement**

New York City residency is generally required within 90 days of appointment. However, City Employees in certain titles who have worked for the City for 2 continuous years may also be eligible to reside in Nassau, Suffolk, Putnam, Westchester, Rockland, or Orange County. To determine if the residency requirement applies to you, please discuss with the agency representative at the time of interview.

**POSTING DATE:** 08/29/2018

**POST UNTIL:** 09/05/2018

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