

**DISTRICT ATTORNEY KINGS COUNTY****Job Posting Notice**

Job ID	640430	# of Positions	2
Business Title	Messenger		
Civil Service Title	COMMUNITY ASSISTANT		
Title Code No	56056	Level	00
Title Classification	Non-Competitive		
Proposed Salary Range	\$ 42,092.00 - \$ 42,092.00 (Annual)		
Work Location	350 Jay St, Brooklyn Ny		
Division/Work Unit	Investigators		

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Job Description

The Kings County District Attorney's Office (KCDA) is one of the largest prosecutors' offices in the country and is committed to developing and implementing innovative prosecutorial strategies that will fulfill our vision of keeping Brooklyn safe while at the same time ensuring fairness and justice for all. KCDA has an exciting opportunity to work as a Messenger.

Under direct supervision of the managerial staff, with latitude for independent initiative and judgment, the prospective candidate will perform the following duties:

- Promptly retrieves documents, packages, and files from various locations throughout New York City and delivers to requesting party.
- Retrieve and deliver files within the office and accurately account for each file on a signed transmittal form.
- Maintain accurate records of all retrievals and deliveries.
- Establish professional communication with KCDA staff, governmental agencies, commercial enterprises, and civilians.
- Proficiency in navigating the transit system, ferry system, and traveling within the five boroughs.
- Ensure that the designated KCDA motor vehicle is properly maintained, and all issues reported in a timely manner.
- Report all incidents and accidents to the appropriate parties.

Additional Information

- Must possess a valid Driver's License.
- Must be able to lift 50 pounds or more.

Preferred Skills

- Must be organized and detail oriented.
- Excellent time management skills.
- Excellent communication skills.
- Proficiency in Microsoft Office.
- Courteous and professional.

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.

To Apply

Click the 'Apply Now' button

For Non-City/External Candidates: Visit the External Applicant NYC Careers site and type "DA - Brooklyn" on the search line. Then locate the Job ID number.

For Current City Employees: Visit Employee Self Service (ESS) to view and click on Recruiting Activities, Careers, and search by Job ID number.

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 07/25/2024**POST UNTIL** 08/14/2024

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