



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

<b>Job ID</b>	648634	<b># of Positions</b>	1
<b>Business Title</b>	Administrative Assistant		
<b>Civil Service Title</b>	COMMUNITY ASSOCIATE		
<b>Title Code No</b>	56057	<b>Level</b>	00
<b>Title Classification</b>	Non-Competitive		
<b>Proposed Salary Range</b>	\$ 49,615.00 - \$ 49,615.00 (Annual)		
<b>Work Location</b>	350 Jay St, Brooklyn Ny		
<b>Division/Work Unit</b>	Asset Forfeiture		

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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 an Administrative Assistant.

The Investigations Division is a group of bureaus and units that conduct the investigation and prosecution of specialized crimes that include: civil rights violations, frauds, vehicular crimes, organized crime, public corruption, and gang and narcotics activity.

Under general supervision, with latitude for independent initiative and judgment, the prospective candidate will perform the following duties:

The Administrative Assistant's duties and responsibilities include, but are not limited to:

- Perform administrative duties such as but not limited to preparing memorandums, drafting letters, and composing emails.
- Screen and prioritize incoming phone calls and correspondence, taking appropriate action as necessary.
- Assist with the planning of and preparation for community events and outreach.
- Assist with community events on-site when needed.
- Manage complex scheduling, including scheduling conference calls, meetings with staff and external stakeholders, and public events, which may require coordination with other bureaus, administrative staff, community-based organizations and outside agencies.
- Make copies, perform filing, update contact lists, create and update binders, and order office supplies as needed.
- Perform computer input of data using Microsoft Word, PowerPoint, Excel, and other applications.
- Be well versed in computer functions and be willing to learn new functions.
- Take on special projects as requested.
- Performs other related duties as needed.

**Preferred Skills**

- Bachelor's Degree preferred
- Able to work independently, be assertive, highly organized, detail-oriented and have excellent written and oral communication skills.
- Proficient in Microsoft Office (Word, Excel, PowerPoint, Outlook, etc.)
- Strong attention to detail, judgement, discretion, and confidentiality is essential.
- Organizational, time-management and multi-tasking skills, including the ability to take initiative, prioritize duties, and work both independently and within a team environment is a plus.

**Minimum Qual Requirements**

**Qualification Requirements**

1. High school graduation or equivalent and three years of experience in community work or community centered activities in an area related to duties described above; or
2. Education and/or experience which is equivalent to "1" above.

**Additional Information**

Employees of the City of New York may be eligible for federal loan forgiveness programs and state repayment assistance programs. The federal government provides student loan forgiveness through its Public Service Loan Forgiveness Program (PSLF) to all qualifying public service employees. Please visit the Public Service Loan Forgiveness Program site to view the eligibility requirements: <https://studentaid.ed.gov/sa/repay-loans/forgiveness-cancellation/public-service>

**To Apply**

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

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** 08/27/2024

**POST UNTIL** 09/16/2024

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**The City of New York is an inclusive equal opportunity employer committed to recruiting and retaining a diverse workforce and providing a work environment that is free from discrimination and harassment based upon any legally protected status or protected characteristic, including but not limited to an individual's sex, race, color, ethnicity, national origin, age, religion, disability, sexual orientation, veteran status, gender identity, or pregnancy.**