

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

<b>Job ID</b>	647676	<b># of Positions</b>	2
<b>Business Title</b>	Input Operator		
<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>	CASE MANAGEMENT SERVICES		

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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 Input Operator.

The Clerks' Office is the central information center for the office. It is made up of four units. (1) The Felony Data input unit, which is responsible for entering all information (for the five trial zones as well as the non-aligned bureaus) into the court event register regarding post indicted cases (2) The Predicate Felony Unit, whose primary responsibility is to research a defendant's prior arrest record, and to determine by statute if the individual qualifies as a predicate felon under New York State Law (3) the Legal Research/ Motions unit which receives and logs all legal documents (motions, writs, etc.) and distributes daily part calendars to all zones/bureaus (4) The Misdemeanor Data Input Unit, who are responsible for entering all pertinent data regarding the office's misdemeanor cases into the case tracking system.

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

- Upon receipt of CPIS' and/or calendars, accurately and expeditiously input data into the CER and Case Tracking system with minimal errors.
- When necessary, obtain information from the OCA computer in order to update the case tracking system.
- Reach out to the supervisor and/or assigned ADA if the data received is incorrect, in order to rectify the error and keep the system accurate and up to date.
- Pick up completed CPIS' from Criminal Court.
- Organize and file completed forms and calendars.
- Perform related computer input assignments presented by supervisor.
- Additional tasks as required based on the needs of the unit.

**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.

**Preferred Skills**

- Able to work independently, be assertive, highly organized, detail-oriented and have excellent interpersonal, written and verbal communication skills.
- Proficient in Microsoft Office (Word, Excel, PowerPoint, Outlook, etc.)
- Ability to multi-task and exercise sound judgment.
- 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.

**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** 08/29/2024**POST UNTIL** 09/18/2024[Return to Previous Page](#)[Switch to Internal View](#)

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