



DISTRICT ATTORNEY KINGS COUNTY

Job Posting Notice

Job ID	686051	# of Positions	1
Business Title	Media Services Aide		
Civil Service Title	COMMUNITY ASSISTANT		
Title Code No	56056	Level	00
Title Classification	Non-Competitive		
Proposed Salary Range	\$ 45,000.00 - \$ 45,000.00 (Annual)		
Work Location	350 Jay St, Brooklyn Ny		
Division/Work Unit	Multimedia Services Unit		

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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 to fulfill our vision of keeping Brooklyn safe while ensuring fairness and justice for all. KCDA has an exciting opportunity to work as a Media Services Aide in our Multimedia Services Unit.

The Multimedia Services Unit provides technical support for all employees. The Unit is operational from 7am - midnight, 7 days a week. Media Services Technicians enhance cases by supporting with video and audio evidentiary needs. Technicians process digital evidence, perform audio and video redactions, and record and archive CLE courses. Technicians respond to crime scenes and various locations to recover and record evidence such as photos and surveillance video. Technicians also support with evidence preservation and courtroom presentations.

Staff from the unit also produce videos for office events, social media, and internal needs. The unit supports with setting up and recording press conferences both on and off-site and provide technical support for town hall meetings and community-based trainings.

Working under direct supervision, responsibilities of the Media Services Aide include, but are not limited to the tasks below:

- MST aide will support with MST Studio Tech Hub. This hub facilitates the production of videos for both internal and external audiences, as well as the recording of agency-related trainings, conferences, workshops, events, and interviews at different venues.
- The MST Studio Tech Hub plays a crucial role in organizing live recordings and presentation support for all KCDA internal and external events.

The MST aide supports with all intake and disbursement of physical case request and request materials incoming from DA office staff, and outgoing completed request by MST technicians.

- MST aide may assist with intake and disbursement of equipment loaned to DA office staff daily.
- MST aide may assist MSTs with maintaining records and custody of recorded material, video, audio, and photographic evidence library.

Preferred Skills:

- Should be proficient in Adobe Suite, Premiere, Photoshop, and Microsoft office.
- Knowledge of video production, editing and various codecs for processing digital evidence is a plus.
- Valid NYS driver's license.

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.

POSTING DATE 10/25/2024

POST UNTIL 11/14/2024

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