



DISTRICT ATTORNEY KINGS COUNTY
Job Posting Notice

Job ID	688197	# of Positions	1
Business Title	Receptionist/Secretary		
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	345 Adams St., Brooklyn		
Division/Work Unit	COMMUNITY RESOURCES N REENTRY		

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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 RECEPTIONIST/SECRETARY in the Community Resources & Re-Entry Bureau under the KCRTF GRANT. The Community Resource & Re-Entry Bureau addresses the needs and concerns of individuals transitioning from an incarceration-related environment and those impacted by the justice system with the case management and direct support services.

Under direct supervision, with some latitude for independent initiative and judgment, the preferred candidate will be responsible for the following:

- Greet all visitors to the Re-Entry Bureau courteously .
- Answer the telephone, take messages, and direct calls.
- Assist and/or refer visitors to the appropriate Case Manager.
- Screen and appropriately distribute mail on the date of receipt and make daily pick-up and delivery of mail and other materials within the KCDA Office.
- Responsible for making sure all equipment (copy machines, fax machines, and printers) are in working order by making necessary service calls.
- Schedule all appointments for the Bureau Chief.
- Maintain calendar of all assistants' schedules, assignments, and vacations.
- Perform other related clerical duties as necessary.
- Maintain daily records of all visitors in database.

Preferred Skills

- Excellent 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.
- Excellent communication skills and writing skills.
- Strong attention to detail is essential.
- Must be able to work in a high-paced environment and be able to handle multiple tasks simultaneously.
- Proficient in Microsoft office (Word, Excel).

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

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.

Public Svc Loan Forgiveness

As a prospective employee of the City of New York, you may be eligible for federal loan forgiveness programs and state repayment assistance programs. For more information, please visit the U.S. Department of Education's website at <https://studentaid.gov/pslf/>.

Hours/Shift

Day Shift. Monday-Friday. 9:00 a.m. to 5:00 p.m. or 10:00 a.m. to 6:00 p.m.

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 11/14/2024

POST UNTIL 12/04/2024

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