



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

|                              |                                      |                       |    |
|------------------------------|--------------------------------------|-----------------------|----|
| <b>Job ID</b>                | 691521                               | <b># of Positions</b> | 1  |
| <b>Business Title</b>        | Predicate Felony Clerk               |                       |    |
| <b>Civil Service Title</b>   | COMMUNITY ASSISTANT                  |                       |    |
| <b>Title Code No</b>         | 56056                                | <b>Level</b>          | 00 |
| <b>Title Classification</b>  | Non-Competitive                      |                       |    |
| <b>Proposed Salary Range</b> | \$ 42,092.00 - \$ 42,092.00 (Annual) |                       |    |
| <b>Work Location</b>         | 350 Jay St, Brooklyn Ny              |                       |    |
| <b>Division/Work Unit</b>    | Clerks Office                        |                       |    |

[Return to Previous Page](#)

[Switch to Internal View](#)

### 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 in its Case Management Services (CMS) Unit.

The Office's Case Management Services Unit (CMS) provides essential support to the Office's legal practice, ensuring the collection, entry, and auditing of complete, timely, and high-quality data from court proceedings and other sources. CMS data is relied upon by assigned prosecutors preparing their cases, prosecutors appearing in court, and supervisors throughout the Office and supports the Office's reporting, analysis, and transparency initiatives. CMS data and staff are a critical part of the Office's mission to keeping Brooklyn safe while building community trust by ensuring fundamental fairness in the criminal justice system. The Predicate Felony Clerk is responsible for creating predicate felony statements and for providing clerical support to KCDA's CMS.

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

- Obtain Information regarding a defendant's past criminal record by researching records on internal tracking applications and on the Criminal Inquiry System (CIS), by reviewing the Clerks' Office physical files and by contacting other state and federal agencies.
- Contact the appropriate parties via telephone, letter, fax and/or emails.
- Enter all pertinent information using the internal application to generate reports for the Prosecution, the Defense, and the Courts.
- Complete reports within unit deadlines.
- Advise the immediate supervisor of any problems that may arise and of any unit needs.
- Run E-Justice reports upon request.
- Serve as backup during the phone operator's breaks, lunchtime, and when the operator leaves and/or is absent.
- Promptly answer all lines using Case Management, CIS, and telephone directory to provide the caller with the most accurate information.
- Answer all inquiries from the public, either by phone and/or in person (parole officers, probation officers, attorneys, public, etc).
- Ensure all information provided to the office staff and/or public is as accurate as possible and ensure that all confidential information is withheld.

#### Preferred Skills:

- Strong attention to detail is essential and must possess a very high concern for data accuracy.
- Excellent interpersonal, verbal, and written communications skills and proficiency in MS Word, Outlook, Excel, Access, Lexis-Nexis and internet research is also 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.

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

**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.

**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** 12/10/2024

**POST UNTIL** 12/30/2024

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[Return to Previous Page](#)

[Switch to Internal View](#)

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