



DISTRICT ATTORNEY KINGS COUNTY
Job Posting Notice

Job ID	689803	# of Positions	1
Business Title	D.A.T. Clerk		
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	120 Schermerhorn St Bklyn Ny		
Division/Work Unit	ECAB		

[Return to Previous Page](#)

[Switch to Internal View](#)

Job Description

The Kings County District Attorney's Office, located in the Metrotech area of Brooklyn, New York, is accepting applications for a Clerk position in its Early Case Assessment Bureau (ECAB).

The Early Case Assessment Bureau (ECAB) screens all arrests that occur in Brooklyn, determining whether a prosecution will be declined or will go forward and if the latter, what charges will be brought. ECAB staff members interview police officers and, in some instances, victims and witnesses. The bureau drafts the charging document (i.e., the complaint) upon which the defendant will initially be arraigned, and prepares supporting documents and notices to be submitted in court.

Duties:

Prepare case folders for forwarding to court in accordance with established unit schedule and guidelines.

Organize and maintain DA office files, court papers and police records.

Assist D.A.T. Unit Supervisor with the completion of paper work essential to closing out outstanding D.A.T. cases.

Answer, screen and route telephone calls.

Maintain supply of case files.

Provide general assistance and support services as required within the unit.

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

Click the "Apply Now" button

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.

Hours/Shift

5:00 P.M. to 1:00 A.M
Sunday through Thursday (Friday & Saturday off)
Tuesday through Saturday (Sunday & Monday off)
This Bureau is Operational 7 days a week

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 11/29/2024

POST UNTIL 12/11/2024

[Return to Previous Page](#)

[Switch to Internal View](#)

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.