



DISTRICT ATTORNEY KINGS COUNTY
Job Posting Notice

Job ID	697004	# of Positions	1
Business Title	Receptionist		
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	350 Jay St, Brooklyn Ny		
Division/Work Unit	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 in its Case Management Services (CMS) Unit as a receptionist.

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

- Promptly answer telephone line and provide caller with accurate information obtained via internal applications, while ensuring that all confidential information is withheld.
- Maintain an efficient filing system for all correspondence.
- Serve as a backup for motions processing, by ensuring all documents are screened, clocked in and information is entered via internal applications.
- Perform other related duties as necessary.

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.
- Familiarity with the court system a plus.
- Strong attention to detail is essential.

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/>.

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 01/30/2025

**POST
UNTIL**

03/01/2025

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