



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

<b>Job ID</b>	697460	<b># of Positions</b>	1
<b>Business Title</b>	Court Part Support Specialist		
<b>Civil Service Title</b>	COMMUNITY ASSOCIATE		
<b>Title Code No</b>	56057	<b>Level</b>	00
<b>Title Classification</b>	Non-Competitive		
<b>Proposed Salary Range</b>	\$ 50,000.00 - \$ 50,000.00 (Annual)		
<b>Work Location</b>	350 Jay St, Brooklyn Ny		
<b>Division/Work Unit</b>	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 as a Court Part Support Specialist 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, and its staff are a critical part of the Office's mission to keep Brooklyn safe while building community trust by ensuring fundamental fairness in the criminal justice system. In this night shift position, the Court Part Support Specialist is responsible for in-court support (especially in the arraignment parts) and clerical support to KCDA's Case Management Services Unit.

Responsibilities include but are not limited to:

- Provide comprehensive in-court support in Criminal Court Arraignment Parts to ensure optimal court operations.
- Utilizing existing or acquired knowledge of the Office and court practice, and New York State criminal law and procedure, follow on-the-record proceedings, capturing all relevant information and entering it according to the Office's standardized case data structure into the appropriate Office data systems, and anticipate or identify unusual situations or issues to proactively resolve them (such as by preparing appropriate forms, locating appropriate information, or contacting appropriate Office staff)
- Ensure that files (in paper or digital format) for all cases ready for arraignment are available to arraignment Assistant District Attorney (ADA).
- Review files ensuring the presence, accuracy, and completeness of notices, forms, and other items (including Orders of Protection), and generate, complete, or correct as necessary before case is called.
- Review criminal histories, identify pending and related cases, and conduct research to note all relevant information for the arraignment ADA.
- Identify and understand additions or changes to Court procedures, integrate them into existing Office workflows, and communicate with supervisors to ensure uniform implementation and integration.
- Provide clerical support to Case Management Services Unit as needed such as but not limited to data entry, reviewing previously entered data for completeness and accuracy, using knowledge of practice and procedure as well as all available sources of information (this includes Office and Court Records) to identify and resolve inaccurate, inconsistent, or incomplete entries.
- Enter data from prior appearances as needed, relying on knowledge of practice and procedure to ensure all proceedings are accurately entered according to standardized Office data model, obtaining

additional information from Office and court staff as needed

- Provide coverage of other Court Part Support Specialists as needed.

#### Preferred Skills

- Ability to perform under pressure and prioritize tasks among competing needs.
- Must be detail-oriented, self-motivated, highly organized and must possess a very high concern for data accuracy.
- Must be able to work part as a team.
- Possess strong communication skills with an ability to interact with all levels of staff.
- Ability to work nights, weekends, and holidays.
- This is a night shift position.

#### Additional Information

Candidates must meet the additional requirements:

- Previous clerical experience required
- Associate Degree and 4 years of experience in areas related to the duties described above or
- Highschool Degree or Equivalent and 5 years of experience in areas related to the duties described above.
- Bachelor's Degree and 3 years of experience in areas related to the duties described above is preferred.

### Minimum Qual Requirements

#### Qualification Requirements

1. High school graduation or equivalent and three years of experience in community work or community centered activities in an area related to duties described above; or
2. Education and/or experience which is equivalent to "1" above.

### 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/pslff/>.

### Hours/Shift

- Only Night Shifts Available.

### 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** 01/13/2025

**POST UNTIL** 02/02/2025

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**race, color, ethnicity, national origin, age, religion, disability, sexual orientation, veteran status, gender identity, or pregnancy.**