



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

<b>Job ID</b>	700950	<b># of Positions</b>	1
<b>Business Title</b>	Clerk (Officewide)		
<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>	Trial Division Central Suppo		

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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 Clerk.

Under the direct supervision of the managerial staff, with latitude for independent initiative and judgment, the prospective candidate will perform the following duties:

- Staff upfront court part with punctual arrival daily.
- Prepare court calendars daily and verify receipt of all files prior to departure to court.
- Ensure missing files including bench warrants are retrieved in a timely fashion.
- Complete daily court calendars accurately and update information in Case Management and Court Event Registry.
- Communicate daily with assigned ADAs the status of their cases.
- Submit subpoenas, orders to produce, and other documents for Judge's signature and return to requestor in a timely fashion.
- Act as a liaison between the office and partnering agencies and entities.
- Maintain accurate records of all cases and their status i.e., pleas, trials, dismissals, acquittals etc.
- Courteously respond to Defense Counsel, Court Staff, Law Enforcement, KCDA members and other outside agencies inquiries in person or via telephone.
- Accurately complete Orders of Protections and submit for defendant and court's signature.
- Mail completed Orders of Protection to civilian witnesses.
- Maintain accurate, orderly, and neat filing system of all case files.
- Ensure all discovery is accurately accounted for and placed in its corresponding case folder.
- Performs other related duties as needed.

#### Preferred Skills

- Excellent time management.
- Excellent communication skills.
- Ability to multi-task.
- Ability to work independently & in a team and consistently maintain a professional demeanor.

Employees of the City of New York may be eligible for federal loan forgiveness programs and state repayment assistance programs. The federal government provides student loan forgiveness through its Public Service Loan Forgiveness Program (PSLF) to all qualifying public service employees.

Please visit the Public Service Loan Forgiveness Program site to view the eligibility requirements:  
<https://studentaid.ed.gov/sa/repay-loans/forgiveness-cancellation/public-service>

#### 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

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.

#### 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** 02/06/2025

**POST UNTIL** 02/25/2025

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