



DISTRICT ATTORNEY KINGS COUNTY
Job Posting Notice

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|------------------------------|--------------------------------------|-----------------------|----|
| Job ID | 706247 | # of Positions | 3 |
| Business Title | Clerk (Records Management) | | |
| 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 | Records Management | | |

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Job Description

The Kings County District Attorney's Office, located in the Metrotech area of Brooklyn, New York, is accepting applications for the position of Records Management Clerk for it's Records Management Unit.

The Records Management Unit operates the Office's various file rooms. The unit processes all new case files and retrieves any requested archived files. The staff in the unit input data regarding files and their locations into the Records Management Tracking System. Staff maintains an updated inventory of all material stored in the various file rooms. On occasion the employees in the unit prepare files for large scale moves to the archive facility (these transfers can be 20,000 boxes or more). The preparation for these moves is extremely labor intensive as well as physically demanding.

Under direct supervision, with some latitude for independent initiative and judgment , a Records Management Clerk maintains files for information, receiving, color-coding, logging, signing out, picking up, and inputting arraigned cases, archived cases, and dismissal cases. He/ she maintains Records Management Storage at various off site locations, maintains motor vehicles used for Records Management, and preparing criminal court calendars for future court parts, handle requests for information on cases as well as retrieving files.

Duties may include updating the unit's databases, color-coding cases, signing out files as well as returning files when requested or returned, locating lost files, ordering files, and notifying the requester when it comes in.

- Maintain records management storage. Input case information into various KCDA & Court based applications.
- Assist KCDA employees with case retrieval requests.
- Keep meticulous log of all cases requested and returned.
- Ensure case files and boxes are accurately labeled.
- Transport boxes to designated areas including courts and ECAB.
- Maintain office vehicles and notify Supervisor promptly with issues.
- Daily, prepare criminal court calendars for future adjourn dates.
- Replace destroyed boxes/files, and ensure all corresponding files are kept together.
- Perform all related duties assigned.

Additional Information

- Must have a valid Driver License
- Must be able to lift a box of 50 pounds or more.

Preferred Skills

- Excellent time management skills.

- Excellent communication skills.
- Excellent computer skills.
- Must be courteous and professional.
- Must be organized and detail oriented.

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.

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 03/11/2025

POST UNTIL 03/31/2025

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