



DISTRICT ATTORNEY KINGS COUNTY

Job Posting Notice

Job ID	717022	# of Positions	1
Business Title	Media Services Technician Level 1 (Court Ops)		
Civil Service Title	COMMUNITY ASSOCIATE		
Title Code No	56057	Level	00
Title Classification	Non-Competitive		
Proposed Salary Range	\$ 55,395.00 - \$ 55,395.00 (Annual)		
Work Location	350 Jay St, Brooklyn Ny		
Division/Work Unit	Multimedia Services Unit		

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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 Media Services Technician in the Bureau of Litigation and Technology.

Under supervision the Media Service Technician is assigned jobs of moderate to significant difficulty.

The primary duties of a (Court Ops) Media Service Technician are as follows:

- Provide proactive technical aid and Litigation Technology support in court with presentations during trials and hearings.
- Positioned in the courthouse supporting and moving to multiple courtrooms alongside trial attorneys to assist as needed.
- Provide support with playback, presentation, evidence duplication and hashing and troubleshooting in courtrooms and liaising with ADA's prior to entering the courtroom to test evidence for issues.
- Perform preventative maintenance and/or updates of moderate to significant difficulty on computers, tech Trial Kits, laptops and computer components.
- Provide support with evidence redacting, extracting, and blurring of video/audio when needed.
- The MST is required to be knowledgeable of procedures and protocols of the office to perform duties, answering telephones, evidence processing and operation of general office equipment, maintaining records and custody of recorded and retrieved materials, video, audio and evidence libraries.
- Under limited supervision, the MST is responsible to testify in court as a witness to corroborate the evidence.

Preferred Skills

- A minimum of two years technical related work, preferably in computer related areas such as technology and customer support and troubleshooting.
- Must have a working knowledge of codecs and video players and other software. The ability to use of Microsoft Office Suite (Word, Power Point and excel).
- Experience with digital audio & video editing software, i.e., Adobe Audition, Premiere, Final Cut Pro.
- Should have excellent people skills and customer services experience

Preferred Skills

- Ability to work in a fast-paced environment.
- Working knowledge of current, future, and older Windows CPUs and software.
- A valid NYS driver's license.

Hours/Shift

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.

Hours/Shift

.**This Bureau is Operational 7 days a week**

This Position is Mon-Fri 8am - 4pm

*Some weekend or night shifts may be required

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 06/26/2025

POST UNTIL 07/11/2025

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