



## DISTRICT ATTORNEY KINGS COUNTY

### Job Posting Notice

<b>Job ID</b>	717769	<b># of Positions</b>	1
<b>Business Title</b>	Media Services Technician		
<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>	\$ 55,395.00 - \$ 55,395.00 (Annual)		
<b>Work Location</b>	350 Jay St, Brooklyn Ny		
<b>Division/Work Unit</b>	Multimedia Services Unit		

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#### Job Description

\*\*Only candidates who are permanent in title or reachable on the Open-Competitive list may apply. Please include your Notice of Result card. You will not be considered for an interview if you do not meet the mentioned civil service criteria.\*\*

The Kings County District Attorney's Office, located in the Metrotech area of Brooklyn, New York is accepting applications for a Media Services Technician position.

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

The primary duties of a Media Service Technician are as follows:

- Provide proactive technical aid and Litigation Technology support in court with presentations during trials and hearings.
- Provide support with evidence collection, such as surveillance retrieval, taking video and photos from remote locations.
- Perform preventative maintenance of moderate to significant difficulty on computers, Tech Trial Kits, Laptops and computer components, videocassette recorders and related accessories.
- Record agency related training's, conferences, events, and statements at remote locations (i.e. precincts, hospitals, courtrooms etc.) of defendants, victims, witnesses, crime scenes and surveillance locations.
- MST's must have knowledge of audio and video production, included but not limited to redaction, extraction, video blurring and editing with knowledge of video formats and conversions.
- Some MST's support Multimedia Studio with production of video and Photography for internal and external use, such as but not limited to social media, intranet, internet, news media etc.
- Support special operations of Multimedia Services
- supporting day to day operations of the unit
- inventory management support
- collect and organize data.
- working on special projects
- 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 mandatory.

- Knowledge of the legal/court system preferred.
- Computer Technology support background and knowledge preferred.
- Video and Photo Experience a plus.
- Working knowledge of Microsoft Office Suite (Word and Power Point), working knowledge of digital audio & video editing software, i.e. Adobe Audition, Premiere, & Final Cut Pro a plus.
- Working knowledge of Windows programs.
- A valid NYS driver's license.

### 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\*\*
- Position available for 8am - 4pm and 9am - 5pm
- \*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** 06/27/2025

**POST UNTIL** 07/12/2025

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