



DISTRICT ATTORNEY KINGS COUNTY

Job Posting Notice

Job ID	735886	# of Positions	1
Business Title	Clerk		
Civil Service Title	COMMUNITY ASSISTANT		
Title Code No	56056	Level	00
Title Classification	Non-Competitive		
Proposed Salary Range	\$ 43,460.00 - \$ 43,460.00 (Annual)		
Work Location	350 Jay St, Brooklyn Ny		
Division/Work Unit	Homicide Bureau		

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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 in the Homicide Bureau.

All homicides that take place in Brooklyn are referred to the Homicide Bureau for review. Although the bureau refers certain cases to other bureaus for prosecution (such as those related to domestic violence or gangs), the Homicide Bureau itself investigates and prosecutes a large majority of the homicides, including many of Brooklyn's most complex and high-profile murder cases. The bureau, which is comprised of some of the agency's most experienced assistant district attorneys, also serves as legal adviser to the police in homicide cases. As a clerk, you will come across graphic images and sensitive information.

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

- Professionally answers all incoming bureau phone calls.
- Professionally greets visitors, and input expected visitors into the KCDA visitor log system.
- Upon arrival of civilian witnesses, law enforcement and expert witnesses ADAs and Paralegals are promptly notified.
- Mail is promptly opened, screened, and distributed accordingly. Promptly interoffice correspondence to appropriate departments.
- Retrieve and deliver files to the felony and misdemeanor file room.
- Deliver and retrieve court documents including minutes requests.
- Updates the bureau calendar and board daily regarding staff in attendance.
- Liaison between the office and Office of Chief medical Examiner (OCME) to retrieve death certificates and autopsies.
- Document, copy and file all documentations received from OCME.
- Assist with cold cases by attaining law enforcement documents.
- Ensuring all equipment in the unit is operable and submitting service requests for inoperable equipment.

Preferred Skills

- Excellent time management.
- Excellent communication skills.

- Ability to multitask.
- Ability to work independently & in a team and consistently maintain a professional demeanor.

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 09/16/2025

POST UNTIL 10/05/2025

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