



## DISTRICT ATTORNEY KINGS COUNTY

### Job Posting Notice

|                              |                                      |                       |    |
|------------------------------|--------------------------------------|-----------------------|----|
| <b>Job ID</b>                | 768401                               | <b># of Positions</b> | 1  |
| <b>Business Title</b>        | Clerk's Office Supervisor            |                       |    |
| <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> | \$ 70,210.00 - \$ 70,210.00 (Annual) |                       |    |
| <b>Work Location</b>         | 350 Jay St, Brooklyn Ny              |                       |    |
| <b>Division/Work Unit</b>    | CASE MANAGEMENT SERVICES             |                       |    |

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### Job Description

#### Case Management Services Supervisor

##### Position Summary:

The Kings County District Attorney's Office (KCDA) is seeking to hire a Case Management Services Supervisor in its Case Management Services (CMS) unit. CMS provides essential support to the Office's legal practice, ensuring the collection, entry, and auditing of complete, timely, and high-quality data from court proceedings and other sources. CMS data is relied upon by assigned prosecutors preparing their cases, prosecutors appearing in court, and supervisors throughout the Office and supports the Office's reporting, analysis, and transparency initiatives, and its staff are a critical part of the Office's mission to keeping Brooklyn safe while building community trust by ensuring fundamental fairness in the criminal justice system. In this position, reporting directly to the Director of CMS, the CMS Supervisor will oversee the daily activities of CMS staff members. The CMS Supervisor will also be responsible for collaborating with other departments on various projects consistent with Office priorities.

##### Responsibilities:

- Supervise staff members who input and audit court events information.
- Ensure sufficient staffing and assist the unit during staff shortages.
- Understand the workflow of the Office and provide problem-solving strategies.
- Assist with recruitment and training of new hires and evaluate overall staff performance.
- Collaborate with IT and other departments in the Office to further improve efficiency of in-house applications.
- Facilitate communication between the District Attorney's Office, Office of Court Administration, Police Department, and other various parties involved in the justice system when discrepancies arise.
- Inform the Office of Court Administration of various discrepancies to avoid incorrect adjournments, pleas, sentencing and other issues that could lead to incorrect information on criminal history reports.
- Perform related tasks and assignments as required.

##### Preferred Skills:

- Must be able to perform under pressure and prioritize tasks among competing needs.
- Must be very detail-oriented, self-motivated, highly organized, and must possess a very high concern for data accuracy.
- Must be a dependable team player.
- Possess strong communication skills with an ability to interact with all levels of staff, with a high regard for confidentiality and diplomacy.
- Possess strong analytical and problem-solving skills.

Additional Information:

- Bachelor’s degree required.
- Previous supervisory experience required.

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.

To Apply

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                            | 02/02/2026 | POST UNTIL                              | 02/17/2026 |
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