

[◀ Previous Job](#)      [Next Job ▶](#)



DISTRICT ATTORNEY KINGS COUNTY  
Job Posting Notice

Job Details			
Job ID:	313035	# of Positions:	1
Business Title:	Clerk		
Civil Service Title:	COMMUNITY ASSISTANT	Title Code No:	56056      Level: 00
Title Classification:	Non-Competitive		
Job Category:	Legal Affairs		
Career Level:	Entry-Level	Proposed Salary Range:	\$ 34,814.00 - \$ 34,814.00 (Annual)
Work Location:	350 Jay St, Brooklyn Ny		
Division/Work Unit:	Trial Bureau III (GREY ZONE)		

Job Description

The Kings County District Attorney's Office located in the Metrotech area of Brooklyn, New York, has an exciting opportunity to work as a Criminal Court Clerk in the Trial Zone III (Grey Zone). Brooklyn is divided into 23 police precincts, each with its own commander and community precinct council. To better serve these diverse communities, the office is divided into five trial zones that prosecute non-specialized felony and Misdemeanor cases. Each zone encompasses four or five police precincts within a specified geographic area, and is distinguishable by a color-coded designation: Red, Blue, Grey, Green, and Orange.

Under direct supervision, with some latitude for independent initiative and judgment the Criminal Court Clerk will staff the Criminal Court Trial Part, act as liaison between public and the District Attorney's Office, retrieves Criminal Court files on a daily basis and performs various clerical duties.

Specific duties of the position are:

- Mail orders of protection to complaining witnesses.
- Review court calendars to determine what cases are needed for specific day.
- Code CIPIS at the completion of the daily court calendar.
- Assist both the Assistant District Attorney's and court personnel by updating them on the status of individual Criminal Court cases.
- Retrieve new Criminal Court arraignment files from Misdemeanor Records Management and forward to the Criminal Court Deputy Assistant District Attorney for assignment.
- Retrieve Criminal Court reductions from Grand Jury.
- Retrieve and distributes Criminal Court returns and forwards to the assigned Assistant District Attorney's.
- Transfer Criminal Court files to other Zones when needed.
- Perform other related duties and various clerical duties.

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.

Preferred Skills

- Excellent time management.
- Excellent communication skills.
- Excellent writing skills.

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.

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:	11/14/2017	POST UNTIL:	11/21/2017
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[Return to Previous Page](#)

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