

Job Description

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Job Posting Notice**Job Details**

Job ID:	291104	# of Positions:	1	
Business Title:	Intake Specialist			
Civil Service Title:	COMMUNITY ASSOCIATE	Title Code No:	56057	Level: 00
Title Classification:	Non-Competitive			
Job Category:	Legal Affairs			
Career Level:	Entry-Level	Proposed Salary Range:	\$ 41,036.00 - \$ 41,036.00 (Annual)	
Work Location:	350 Jay St, Brooklyn Ny			
Division/Work Unit:	DA Action Center			

Job Description

The Kings County District Attorney's office is one of the largest prosecutor's offices in the country, serving the 2.6 million people of Kings County, ensuring that victims and defendants are treated fairly.

The Kings County District Attorney's Office Action Center serves as the Intake Unit for the Brooklyn District Attorney's office. The Center receives a high volume of calls, visits and letters from the public, on a variety of issues that range from criminal complaints and public safety issues, to requests for information.

The Brooklyn District Attorney's Office has an immediate need for an Intake Specialist for its Action Center.

Responsibilities include but are not limited to:

- Attend to calls, visits, and correspondence from the public, in a professional, timely and courteous fashion.
- Assess complaints and determines whether they are civil or criminal complaints.
- Discuss notes with supervisor and generate recommendations for best internal or external referral.
- Accurately organize information collected from complainant and generate an accurate written report that is clear and concise.

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.

Preferred Skills

- Excellent listening and interview skills.
- Ability to organize a verbal story into a written narrative along a timeline, with all relevant facts and no material omissions or extraneous details.
- Capacity to quickly build a working knowledge of the function of the prosecutor's office within the frame-work of the criminal justice system, in order to triage complaints into matters that can be handled internally and those that must be addressed externally.
- Dependable team player, who works collaboratively and cooperatively with staff in a team oriented environment.
- MUST BE PROFICIENT IN THE USE OF MICROSOFT OFFICE APPLICATIONS SUCH AS, OUTLOOK, AND EXCEL, AND WORD.

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: 06/09/2017

POST UNTIL: 06/16/2017

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