

## Job Description

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Job Posting Notice**Job Details**

<b>Job ID:</b>	293635	<b># of Positions:</b>	1	
<b>Business Title:</b>	Secretary			
<b>Civil Service Title:</b>	COMMUNITY ASSISTANT	<b>Title Code No:</b>	56056	<b>Level:</b> 00
<b>Title Classification:</b>	Non-Competitive			
<b>Job Category:</b>	Legal Affairs			
<b>Career Level:</b>	Entry-Level	<b>Proposed Salary Range:</b>	\$ 34,814.00 - \$ 34,814.00 (Annual)	
<b>Work Location:</b>	350 Jay St, Brooklyn Ny			
<b>Division/Work Unit:</b>	Special Victims Bureau			

**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 Secretary in the Special Victims Bureau.

The Special Victims Bureau investigates and prosecutes all sexual assault cases in Brooklyn, as well as investigating and prosecuting all child cases, including child fatalities and homicides. The bureau secretary will be responsible for the following administrative tasks:

- Occasional typing for the Bureau Chief and other staff members.
- Answers, screens and transfers telephone calls for the bureau chief and other staff members.
- Inputs new cases into the Special Victims Bureau database and retrieves data when requested.
- Orders, receives, distributes and organizes all supplies for the bureau.
- Submits ADA timesheets to Payroll.
- Occasional filing.
- Maintains various bureau logs.
- Reviews incoming correspondence and directs it to appropriate party.
- Various routine clerical tasks as required.
- Fills in for the receptionist as required

**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**

- Applicants must possess excellent interpersonal, verbal and written communication skills.
- Proficiency in Microsoft Word, Outlook and Excel.
- Applicant must be organized and detail oriented.

**To Apply**

Click the "Apply Now" button

**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:** 07/12/2017**POST UNTIL:** 07/25/2017[Return to Previous Page](#)

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