

Job Description

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Job Posting Notice

Job Details

Job ID:	315596	# of Positions:	1
Business Title:	Records Management Clerk	Title Code No:	56056 Level: 00
Civil Service Title:	COMMUNITY ASSISTANT	Title Classification:	Non-Competitive
Job Category:	Legal Affairs	Career Level:	Entry-Level
Work Location:	350 Jay St, Brooklyn Ny	Proposed Salary Range:	\$ 34,814.00 - \$ 34,814.00 (Annual)
Division/Work Unit:	Records Management		

Job Description

The Kings County District Attorney's Office, located in the Metrotech area of Brooklyn, New York, is accepting applications for the position of Records Management Clerk for it's Records Management Unit.

The Records Management Unit operates the Office's various file rooms. The unit processes all new case files and retrieves any requested archived files. The staff in the unit input data regarding files and their locations into the Records Management Tracking System. Staff maintains an updated inventory of all material stored in the various file rooms. On occasion the employees in the unit prepare files for large scale moves to the archive facility (these transfers can be 20,000 boxes or more). The preparation for these moves is extremely labor intensive as well as physically demanding.

Under direct supervision, with some latitude for independent initiative and judgment(Depends on CS Title) , a Records Management Clerk maintains files for information, receiving, color-coding, logging, signing out, picking up, and inputting arraigned cases, archived cases, and dismissal cases. He/ she maintains Records Management Storage at various off site locations, maintains motor vehicles used for Records Management, and preparing criminal court calendars for future court parts, handle requests for information on cases as well as retrieving files.

Duties may include updating the unit's databases, color-coding cases, signing out files as well as returning files when requested or returned, locating lost files, ordering files, and notifying the requester when it comes in.

- Maintain records management storage. Duties may include replacing dilapidated boxes and shelving cases when returned.
- Help any KCDA employee that comes to the record room for assistance.
- Input case information into various databases.
- Keeping a log of all material stored in the Records Management storage areas.
- Shifting or transporting boxes to designated areas, and picking up files from various locations. Must be able to lift a box of 50 pounds or more.
- Maintain motor vehicles used for Records Management. Such as having a valid driver's license, keeping the vehicles neat and clean, and informing the supervisor or manager if a problem occurs with the vehicle.
- Prepare daily criminal court calendars for future court parts

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 skills.
- Excellent communication skills.
- Excellent computer skills.
- Must be courteous and professional.
- Must be organized and detail oriented

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: 12/08/2017

POST UNTIL: 12/16/2017

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