

## Job Description

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### DISTRICT ATTORNEY KINGS COUNTY Job Posting Notice

#### Job Details

<b>Job ID:</b>	378667	<b># of Positions:</b>	1
<b>Business Title:</b>	Criminal Court Clerk	<b>Title Code No:</b>	56056 <b>Level:</b> 00
<b>Civil Service Title:</b>	COMMUNITY ASSISTANT	<b>Proposed Salary Range:</b>	\$ 36,309.00 - \$ 36,309.00 (Annual)
<b>Title Classification:</b>	Non-Competitive		
<b>Job Category:</b>	Legal Affairs		
<b>Career Level:</b>	Entry-Level		
<b>Work Location:</b>	350 Jay St, Brooklyn Ny		
<b>Division/Work Unit:</b>	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 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 Court Clerk will staff the Criminal Court Trial Part, act as liaison between public and the District Attorney's Office, retrieves Court files daily and performs various clerical duties.

Specific duties of the position are:

- Prepares daily calendars for the Grey Zone cluster part.
- Review court calendars to determine what cases are needed for specific day.
- Remain with the Assistant District Attorney until the end of the calendar call and prepare all necessary documents including Orders of Protection and Waivers of Appeal.
- Assist both the Assistant District Attorney's and court personnel by updating them on the status.
- Confers with Court clerk at the end of the calendar call if calendar information is missing.
- Maintain a record of Grand Jury minutes submitted to the court part.
- Input all out of part pleas into the Court Event Register program.
- Maintain out of part files noting new court dates and parts.
- 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: 01/07/2019

POST UNTIL: 01/14/2019

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