

## Job Description

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### DISTRICT ATTORNEY KINGS COUNTY Job Posting Notice

#### Job Details

<b>Job ID:</b>	382642	<b># of Positions:</b>	1
<b>Business Title:</b>	Clerk	<b>Title Code No:</b>	56056 <b>Level:</b> 00
<b>Civil Service Title:</b>	COMMUNITY ASSISTANT	<b>Title Classification:</b>	Non-Competitive
<b>Job Category:</b>	Building Operations & Maintenance	<b>Proposed Salary Range:</b>	\$ 36,309.00 - \$ 36,309.00 (Annual)
<b>Career Level:</b>	Entry-Level	<b>Work Location:</b>	350 Jay St, Brooklyn Ny
<b>Division/Work Unit:</b>	Office Services		

#### 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 Clerk in our Office Services Bureau. Office Services is responsible for maintaining, inventorying and delivering office supplies to the various units and bureaus in the Office; they handle large scale printing services for the Office; set up for events both in the Office and offsite by providing chairs, tables, podiums and whatever other items are needed; service equipment and handle maintenance throughout the facilities. Office Service staff deliver mail and daily newspapers to staff in the Office. Employee moves within the Office are coordinated and done by Office Staff employees. Office Services staff delivers court files to court and pick them up at the end of the day and deliver them to the Office's file rooms. Specific duties include:

Under direct supervision, with some latitude for independent initiative and judgment an Office Services Clerk duties may consist of but are not limited to picking up and handling mail, office supplies furniture, and equipment. He/she also acts as a messenger and motor vehicle operator. They are required to maintain storage room/vaults as well as other miscellaneous duties.

Specific duties include:

- Operate the KCDA's office cargo van, requiring a VALID NYS DRIVER'S LICENSE.
- Pick up and deliver documents, messages, items, etc. from various locations using the office cargo van or public transportation.
- Maintain log of all incoming and outgoing express and certified mail.
- Complete office supply requisitions and delivering supplies to the appropriate bureaus/units.
- Lift heavy objects such as file cabinets, desks, chairs, credenzas, tables, cases of letter and legal size papers, boxes of files, etc. to various locations in and outside of the office.
- Help maintain all office storage areas/vaults to ensure they are clean and safe.
- Perform other related duties as directed by the Director or the Supervisor of Office Services.

#### 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.

#### 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: 02/05/2019

POST UNTIL: 02/12/2019

Apply Now

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