

## Job Description

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### DISTRICT ATTORNEY KINGS COUNTY Job Posting Notice

#### Job Details

<b>Job ID:</b>	381397	<b># of Positions:</b>	1
<b>Business Title:</b>	Graphic Artist	<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>	Technology, Data & Innovation		
<b>Career Level:</b>	Entry-Level		
<b>Work Location:</b>	350 Jay St, Brooklyn Ny		
<b>Division/Work Unit:</b>	Graphics Unit		

#### 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 Graphic Artist in the Graphics Unit.

Under direct supervision, with some latitude for independent initiative and judgement, the preferred candidate will be responsible for the following:

- Prepare graphic visuals for trial presentation.
- Produce diagrams and charts that illustrate the basic elements of their cases using the Adobe Creative Suite and Microsoft Office applications.
- Create 3D models on the computer and depict the crime location using 3D rendering software.
- Conduct photo/document retouching, enhancement, and mounting.
- Discuss the best placement for the presentation of photos or documents needed to be mounted on board.
- Retouch images of poor to medium quality with specific design software and print the document to the desired size.
- Prepare layouts for agency correspondence.
- Create computer generated finished composition layouts.
- Conduct survey of crime scene.
- Draw detailed sketches, accurately measure the entire area and if needed, and take reference photos at a crime location.
- Answer the door, answer phone calls, answer emails, assist with any incoming requests, and maintain the work area.
- Perform other related duties as necessary.

#### 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 organizational, time-management and multi-tasking skills, including the ability to take initiative, prioritize duties, and work both independently and within a team environment is a plus.
- Excellent communication skills and writing skills.
- Strong attention to detail is essential.

#### 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: 02/04/2019

POST UNTIL: 02/11/2019

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