

## Job Description

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### DISTRICT ATTORNEY KINGS COUNTY Job Posting Notice

#### Job Details

<b>Job ID:</b>	397474	<b># of Positions:</b>	1
<b>Business Title:</b>	Supervisor	<b>Title Code No:</b>	56058 <b>Level:</b> 00
<b>Civil Service Title:</b>	COMMUNITY COORDINATOR	<b>Proposed Salary Range:</b>	\$ 52,524.00 - \$ 65,000.00 (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>	Investigations		

#### 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 Supervisor in our Body Worn Camera Unit. 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 of the unit chief, with some latitude for independent initiative and judgment the Body Worn Camera Unit Supervisor will:

- Supervise staff who receive body-cam footage from NYPD via in-house application.
- Gather and identify all BWC footage on all arrest cases.
- Serve as chief liaison with external agencies, including the NYPD Borough and Precinct Commands.
- Chief liaison with specific NYPD officers and collaborates with NYPD Training Sergeants.
- Oversee the coordination with NYPD when Body Worn Camera (BWC) footage is missing from a DA case.
- Direct staff in the retrieval and review of NYPD BWC videos. Ensure videos are categorized and maintained for evidence for prosecution.
- All other duties as assigned.

#### Minimum Qual Requirements

1. A baccalaureate degree from an accredited college and two years of experience in community work or community centered activities in an area related to the duties described above; or
2. High school graduation or equivalent and six years of experience in community work or community centered activities in an area related to the duties as described above; or
3. Education and/or experience which is equivalent to "1" or "2" above. However, all candidates must have at least one year of experience as described in "1" above.

#### Preferred Skills

- A baccalaureate degree or a High School diploma/GED and a minimum of four (4) years prior work experience in a law enforcement/prosecutorial agency. Experience working in an Intake/Complaint room setting preferred.
- A valid New York State driver's license with a minimum of two (2) years of driving experience is preferred and if license exists, must be maintained for the duration of employment.
- Strong computer skills including knowledge of Video Playback, Audio/Video File Conversion a plus.
- Leadership skills and ability to exhibit dependability and good judgment
- Utilize excellent written, oral, and interpersonal communication skills to interact with DA staff and other agencies.
- Ability to work in a fast-paced environment.
- Excellent organizational skills.
- Strong computer skills including familiarity and experience with Microsoft Office.

#### 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: 06/07/2019

POST UNTIL: 06/14/2019

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