

City of New York
DISTRICT ATTORNEY KINGS COUNTY
Job Posting Notice

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| Civil Service Title: COMMUNITY COORDINATOR | Level: 00 |
| Title Code No: 56058 | Salary: \$62,215.00/\$62,215.00-\$75,000.00 Frequency: ANNUAL |
| Title Classification: Non-Competitive | |
| Business Title: Public Information Officer | Work Location: 350 Jay St, Brooklyn Ny |
| Division/Work Unit: Public Information Bureau | Number of Positions: 1 |
| Job ID: 479349 | Hours/Shift: |

As of August 2, 2021, all new hires must be vaccinated against the COVID-19 virus, unless they have been granted a reasonable accommodation for religion or disability. If you are offered city employment, this requirement must be met by your date of hire, unless a reasonable accommodation for exemption is received and approved by the hiring agency.

Job Description

The Kings County District Attorney's Office (KCDA) is one of the largest prosecutors' offices in the country and is committed to developing and implementing innovative prosecutorial strategies that will fulfill our vision of keeping Brooklyn safe while at the same time ensuring fairness and justice for all. KCDA has an exciting opportunity to work as a Public Information Officer. The Public Information Officer will work as part of a team to disseminate news of the office's work to the media and the public. The Brooklyn DA's office handles more than 80,000 cases a year. Under general supervision, with latitude for independent initiative and judgment, the prospective candidate will perform the following duties: Handle media inquiries via phone and email. Write statements, speeches, press releases, and other materials. Monitor the office's presence in the media, including internet and social media. Attend arraignments, other court proceedings as needed. Perform other related duties as needed.

Minimum Qualification 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

Bachelor's Degree in Communications, Public Relations, or a similar field. 2+ years of work experience in journalism or public relations preferred. Knowledge of criminal justice and courts preferred. Must be able to maintain confidential information. Able to work independently, be assertive, highly organized, detail-oriented and have excellent written and oral communication skills. Proficient in Microsoft Office (Word, Excel, PowerPoint, Outlook, etc.) Ability to multi-task and exercise sound judgment. Strong attention to detail is essential. Applicants must possess excellent interpersonal, verbal, and written communications skills. 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. Proficiency in social media preferred.

Additional Information

You will be required to perform a written test during the application process.

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.

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. For Non-City/External Candidates: Visit the External Applicant NYC Careers site and type **DA - Brooklyn** on the search line. Then locate the Job ID number. For Current City Employees: Visit Employee Self Service (ESS) to view and click on Recruiting Activities, Careers, and search by Job ID number. A RESUME AND COVER LETTER ARE REQUIRED. PLEASE INDICATE IN YOUR COVER LETTER HOW YOU HEARD ABOUT THIS POSITION. INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED. NOTE: ONLY THOSE CANDIDATES UNDER CONSIDERATION WILL BE CONTACTED.

Recruitment Contact

Posting Date: 08/30/2021

Post Until: 09/20/2021

The City of New York is an Equal Opportunity Employer