**Minimum Qualification Requirements**

1. A baccalaureate degree from an accredited college and six months of satisfactory full-time professional experience in procurement of goods, services, construction or construction-related services, or professional, technical, or administrative experience in contract negotiation/management; or
2. An associate degree or completion of 60-semester credits from an accredited college, and 18 months of satisfactory, full-time professional experience as described in "1" above; or
3. A four-year high school diploma or its educational equivalent and two and one-half years of satisfactory full-time professional experience as described in "1" above; or
4. A combination of education and/or experience equivalent to "1", "2", or "3" above. College education may be substituted for professional experience under "2" or "3" above at the rate of 30-semester credits from an accredited college for 6 months of experience. However, all candidates must have at least a four-year high school diploma or its educational equivalent and 6 months of the experience described in "1" above.

**SPECIAL NOTE**

To be eligible for placement in Assignment Level II, individuals must have, after meeting the minimum requirements, either one year served at Assignment Level I or one additional year of the experience described in "1" above.

To be eligible for placement in Assignment Level III, individuals must have, after meeting the minimum requirements, either one year served at Assignment Level II or two additional years of the experience described in "1" above, at least one year of which must have been supervisory, or spent performing professional procurement duties equivalent to those performed at Assignment Level III.

**Additional Information**

Candidates must meet the additional requirements:
- Bachelor’s Degree from an accredited college.
- Have two (2) years of satisfactory full-time professional experience in the areas listed.

Employees of the City of New York may be eligible for federal loan forgiveness programs and state repayment assistance programs. The federal government provides student loan forgiveness through its Public Service Loan Forgiveness Program (PSLF) to all qualifying public service employees. Please visit the Public Service Loan Forgiveness Program site to view the eligibility requirements: [https://studentaid.ed.gov/sa/repay-loans/forgiveness-cancellation/public-service](https://studentaid.ed.gov/sa/repay-loans/forgiveness-cancellation/public-service)
Preferred Skills
➢ Experience in the procurement of goods and services (professional and standardized preferred.)
➢ Knowledge of New York City Procurement Policy Board (PPB) Rules, local laws, New York State and Federal regulations, and the City Charter as it relates to the oversight approval process.
➢ Awareness of the City’s Minority/Women-owned Business Enterprise (M/WBE) Program.
➢ Ability to write business letters and correspondence.
➢ Advanced Microsoft Excel and Word 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 writing, interpersonal, and customer service skills.
➢ Strong attention to detail is essential.

55-a Program
This position is also open to qualified persons with a disability who are eligible for the 55-a Program. Please indicate at the top of your resume and cover letter that you would like to be considered for the position through the 55-a Program.

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.

Posting Date: 11/30/2022   Post Until: 12/22/2022

The City of New York/Kings County District Attorney’s Office is an Equal Opportunity Employer