

City of New York
DISTRICT ATTORNEY KINGS COUNTY
Citywide Job Posting Notice

Civil Service Title: Community Assistant	Level: 00
Title Code No: 56056	Salary: \$40,866 (Annual)
Title Classification: Non-Competitive	
Business Title: Clerk	Work Location: 120 Schermerhorn Street, Brooklyn, NY
Division/Work Unit: Early Case Assessment Bureau	Number of Positions: 5
Job ID: 587738	Hours/Shift: 4:00 PM – 12:00 AM Sunday through Thursday (Friday & Saturday off) Tuesday through Saturday (Sunday & Monday off) **This Bureau is Operational 7 days a week**
<p style="text-align: center;">Job Description</p> <p>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 Clerk in Early Case Assessment Bureau.</p> <p>The Early Case Assessment Bureau (ECAB) screens all arrests that occur in Brooklyn, determining whether a prosecution will be declined or will go forward and if the latter, what charges will be brought. ECAB staff members interview police officers and, in some instances, victims and witnesses. The bureau drafts the charging document (i.e., the complaint) upon which the defendant will initially be arraigned, and prepares supporting documents and notices to be submitted in court.</p> <p>Responsibilities include:</p> <ul style="list-style-type: none"> ➤ Prepare case folders for forwarding to court in accordance with established Unit schedule and guidelines. ➤ Organize and maintain DA Office files, court papers and police records. ➤ Assist D.A.T. Unit supervisor with the completion of paper work essential to closing out outstanding D.A.T. cases. ➤ Answer, screen and route telephone calls. ➤ Maintain supply of case files. ➤ Provide general assistance and support services as required within the Unit. 	
<p style="text-align: center;">Minimum Qualification Requirements</p> <ol style="list-style-type: none"> There are no formal education or experience requirements for this position. However, the ability to understand and carry out simple instructions is required. Candidates must be able to understand and be understood in English. 	
<p style="text-align: center;">Additional Information</p> <p>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.</p> <p>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</p>	
<p style="text-align: center;">Preferred Skills</p> <ul style="list-style-type: none"> ➤ Excellent interpersonal, verbal, and written communication skills; strong attention to detail is essential. ➤ Proficient in Microsoft Office (Word, Excel, PowerPoint, Outlook, etc.) ➤ 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. 	
<p style="text-align: center;">Residency Requirement</p> <p>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.</p>	
<p style="text-align: center;">To Apply</p> <p>We appreciate the interest and thank all applicants who apply, but only those candidates under consideration will be contacted.</p> <p>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.</p>	
Posting Date: 5/26/2023	Post Until: 6/10/2023

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