



DISTRICT ATTORNEY KINGS COUNTY
Job Posting Notice

Job ID	631773	# of Positions	1
Business Title	Receptionist/FJC		
Civil Service Title	COMMUNITY ASSISTANT		
Title Code No	56056	Level	00
Title Classification	Non-Competitive		
Proposed Salary Range	\$ 40,866.00 - \$ 40,866.00 (Annual)		
Work Location	350 Jay St, Brooklyn Ny		
Division/Work Unit	FRONT DESK SECURITY		

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Job Description

The Kings County District Attorney's Office, located in the Metrotech area of Brooklyn, New York, is accepting applications for the position of Front Desk Receptionist in the New York City Family Justice Center.

The Brooklyn Family Justice Center provides a "one-stop shopping" for domestic violence survivors by placing lawyers, police, dedicated domestic violence prosecutors, counselors, clergy, and other service providers under one roof. Under the Mayor's Office to Combat Domestic Violence and the Kings County District Attorney's Office, the BFJC is the first of 15 such centers planned under the President's Family Justice Center Initiative. Sanctuary for Families provides children's programming and legal services at the Brooklyn Family Justice Center.

Responsibilities include but are not limited to:

- Staffing the lobby BKFJC reception desk.
- Greets clients, assesses if they are going to the Criminal Justice side or the Community side.
- Works as a team with other BKFJC frontline and administrative staff.
- Entering names in the BKFJC database and providing appropriate stickers.
- Notifying BKFJC frontline staff of arrival of clients and guests.
- Utilizing language line when needed to assist communicating with client.
- Notifying frontline staff when a client needs to be escorted upstairs.
- Notifying administrative staff when clients are having issues (mental health, physical health/needs, under the influence of a substance).
- Identifying any other situations in which a supervisor is needed to address client needs in the lobby area (i.e. client is expressing homicidal or suicidal ideations or is crying).
- Working with lobby staff to assist in identifying appropriate clients for the BKFJC.
- Working collaboratively with KCDA reception staff to assist clients getting to the BKFJC.
- Maintaining confidentiality at all times.
- Communicating with supervisors about any client or partner issues that arise.
- Other duties as assigned.

Preferred Skills:

- Experience handling clients in busy social services office.
- Comfortable in a busy, unpredictable drop-in center.
- Strong interpersonal skills.
- Strong communication skills.
- Have a collaborative approach.
- Ability to work well with others in a team environment.
- Have ability to properly deal with person(s) who might be in crisis.
- Bilingual – English / Spanish.

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.

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.

Public Svc Loan Forgiveness

As a prospective employee of the City of New York, you may be eligible for federal loan forgiveness programs and state repayment assistance programs. For more information, please visit the U.S. Department of Education's website at <https://studentaid.gov/psf/>.

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 04/11/2024

POST UNTIL

05/01/2024

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