



DISTRICT ATTORNEY KINGS COUNTY

Job Posting Notice

Job ID	635213	# of Positions	2
Business Title	Clerk (Officewide)		
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	Trial Division Central Suppo		

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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 Clerk in the Grand Jury Bureau.

Under the direct supervision of the managerial staff, with latitude for independent initiative and judgment, the prospective candidate will perform the following duties:

- Assist both the Assistant District Attorneys with preparing records of court proceedings as well as obtain and communicate court events.
- Receive legal documents ranging from letters, motions, warrants and subpoenas, either by mail or personal service to the office.
- Scans, files and delivers all documents.
- Research all documentation for inconsistencies and ensures all information is entered into our databases.
- Provide specific letters, calendars and information to appropriate Bureaus, Zones and departments, as well as members of the public.
- Answer the telephones when necessary.
- Staff AP court part.
- Accurately and efficiently complete CIPIS forms and the court calendar on daily basis.
- Assure Orders of Protections are mailed to witnesses and/ or victims in a timely manner.
- Assure court calendars are reviewed to determine missing files.
- Keep track of any cases that bench warrant and deliver the cases to the Criminal Court Bench Warrant room.
- Assure Request for Orders to Produce are submitted to the assigned paralegal or to paralegal supervisor promptly.
- Be sure completed OTPs are submitted to the Judge for signature and promptly returned to requestor.
- Assure subpoena and other paperwork are submitted to the Judge for signature and promptly returned to requestor.
- Assist paralegals and ADAs in obtaining any necessary paperwork such as copies of orders of protection and certified certificates of disposition.
- Assist with the transportation of DA files.
- Serve as a liaison between the public, the DA's office and court personnel.
- Maintain the bureaus felony case list and statistics. Including open cases, pleas, hearings, trials and bench warrants.
- Assist the attorney in court and make certain that all paperwork requiring the judge's signature (such as orders to produce, hospital subpoenas etc.) are signed and promptly returned to the assigned ADAs or

paralegal.

- Assist the ADAs, defense counsels, police officers and civilian witnesses with business in the court part by updating them on status of pending cases.
- Ability to walk and travel around the City as needed.
- Performs other related duties as needed.

Preferred Skills

- Excellent time management.
- Excellent communication skills.
- Ability to multi task.
- Ability to work independently & in a team and consistently maintain a professional demeanor.

Additional Information

Valid Driver's license

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.

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.

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 05/08/2024

POST UNTIL 05/28/2024

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