



DISTRICT ATTORNEY KINGS COUNTY

Job Posting Notice

Job ID	635580	# of Positions	3
Business Title	Clerk (Records Management & Office Services)		
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	Records Management		

[Return to Previous Page](#)
[Switch to Internal View](#)

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 Records Management Clerk for it's Records Management Unit.

The Records Management Unit operates the Office's various file rooms. The unit processes all new case files and retrieves any requested archived files. The staff in the unit input data regarding files and their locations into the Records Management Tracking System. Staff maintains an updated inventory of all material stored in the various file rooms. On occasion the employees in the unit prepare files for large scale moves to the archive facility (these transfers can be 20,000 boxes or more). The preparation for these moves is extremely labor intensive as well as physically demanding.

Under direct supervision, with some latitude for independent initiative and judgment , a Records Management Clerk maintains files for information, receiving, color-coding, logging, signing out, picking up, and inputting arraigned cases, archived cases, and dismissal cases. He/ she maintains Records Management Storage at various off site locations, maintains motor vehicles used for Records Management, and preparing criminal court calendars for future court parts, handle requests for information on cases as well as retrieving files.

Duties may include updating the unit's databases, color-coding cases, signing out files as well as returning files when requested or returned, locating lost files, ordering files, and notifying the requester when it comes in.

- Maintain records management storage. Duties may include replacing dilapidated boxes and shelving cases when returned.
- Help any KCDA employee that comes to the record room for assistance.
- Input case information into various databases.
- Keeping a log of all material stored in the Records Management storage areas.
- Shifting or transporting boxes to designated areas, and picking up files from various locations. Must be able to lift a box of 50 pounds or more.
- Maintain motor vehicles used for Records Management. Such as having a valid driver's license, keeping the vehicles neat and clean, and informing the supervisor or manager if a problem occurs with the vehicle.
- Prepare daily criminal court calendars for future court parts.

Additional Information

- Must have a valid Driver License
- Must be able to lift a box of 50 pounds or more.

Preferred Skills

- Excellent time management skills.
- Excellent communication skills.
- Excellent computer skills.
- Must be courteous and professional.
- Must be organized and detail oriented.

Office Services is responsible for maintaining, inventorying, and delivering office supplies to the various units and bureaus in the Office; they handle large-scale printing services for the Office; and set up for events both in the Office and offsite by providing chairs, tables, podiums, and whatever other items are needed; service equipment and handle maintenance throughout the facilities. Office Service staff deliver mail and daily newspapers to staff in the Office. Employee moves within the Office are coordinated and done by Office Staff employees. Office Services staff delivers court files to court picks them up at the end of the day and delivers them to the Office's file rooms.

Under general supervision, with some latitude for independent initiative and judgment, the prospective candidate will perform the following duties:

- Operate the KCDA's office cargo van.
- Pick up and deliver documents, messages, items, etc. from various locations using the office cargo van or public transportation.
- Maintain a log of all incoming and outgoing express and certified mail.
- Complete office supply requisitions and deliver supplies to the appropriate bureaus/units.
- Lift heavy objects such as file cabinets, desks, chairs, credenzas, tables, cases of letter and legal size papers, boxes of files, etc. to various locations inside and outside the office.
- Help maintain all office storage areas/vaults to ensure they are clean and safe.
- Perform other related duties as directed by the Director or the Office Services supervisor.

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.

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/pslff/>.

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[Return to Previous Page](#)[Switch to Internal View](#)

The City of New York is an inclusive equal opportunity employer committed to recruiting and retaining a diverse workforce and providing a work environment that is free from discrimination and harassment based upon any legally protected status or protected characteristic, including but not limited to an individual's sex,

race, color, ethnicity, national origin, age, religion, disability, sexual orientation, veteran status, gender identity, or pregnancy.