



## DISTRICT ATTORNEY KINGS COUNTY

### Job Posting Notice

<b>Job ID</b>	634957	<b># of Positions</b>	1
<b>Business Title</b>	Media Services Aide		
<b>Civil Service Title</b>	COMMUNITY ASSISTANT		
<b>Title Code No</b>	56056	<b>Level</b>	00
<b>Title Classification</b>	Non-Competitive		
<b>Proposed Salary Range</b>	\$ 45,000.00 - \$ 45,000.00 (Annual)		
<b>Work Location</b>	350 Jay St, Brooklyn Ny		
<b>Division/Work Unit</b>	Multimedia Services Unit		

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### Job Description

KCDA has an exciting opportunity to work as a Media Services Aide.

The Multimedia Services Unit provides technical support for all employees. The Unit is operational from 7am - midnight, 7 days a week. Media Services Technicians enhance cases by supporting with video and audio evidentiary needs. Technicians process digital evidence, perform audio and video redactions, and record and archive CLE courses. Technicians respond to crime scenes and various locations to recover and record evidence such as photos and surveillance video. Technicians also support with evidence preservation and courtroom presentations.

Staff from the unit also produce videos for office events, social media and internal needs. The unit supports with setting up and recording press conferences both on and off-site and provide technical support for town hall meetings and community-based trainings.

Under direct supervision, the Media Services Aide performs the tasks below:

- MST aide will staff the area known as "The Front Desk" answering telephones, covering the service counter, processing evidence, and keeping inventory of equipment, and other items.
- The MST aide supports with all Intake and disbursement of physical case request and request materials incoming from DA office staff, and outgoing completed request by MST technicians.
- MST aide will assist with intake and disbursement of equipment loaned to DA office staff daily.
- MST aide will assist MSTs with maintaining records and custody of recorded material, video, audio, and photographic evidence library.
- MST aides assist with a range of tasks associated with the MST's duties, which vary in difficulty. This allows them to acquire the skills necessary to advance as an MST in the future, shall they choose to.

### Preferred Skills

Should be proficient in Microsoft Office Suite (Word and PowerPoint and Excel), Windows OS, and data entry procedures required for daily activity.

Knowledge of video production and various codecs for processing digital evidence is a plus.  
Should have a valid NYS 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.

**POSTING DATE** 05/07/2024

**POST UNTIL** 05/27/2024

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