DISTRICT ATTORNEY KINGS COUNTY
Job Posting Notice

Job ID	712296	**# of Positions**	1

Business Title	Records Management Supervisor
Civil Service Title	COMMUNITY ASSOCIATE
Title Code No	56057 **Level** 00
Title Classification	Non-Competitive
Proposed Salary Range	$ 60,000.00 - $ 60,000.00 (Annual)
Work Location	350 Jay St, Brooklyn Ny
Division/Work Unit	Records Management

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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 Records Management Supervisor in the Records Management Unit.

The Records Management Unit operates the office's various file rooms and warehouses which are located in multiple locations. 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.

The selected candidate will perform the following duties:

• Oversee the daily operation of the unit alongside the on-site Manager.
• Ensuring Records Management offices and vaults are maintained according to the retention schedule.
• Maintaining an updated inventory log of all materials stored in the Record Management offices and related areas.
• Ensuring Records Management offices and warehouses are free from hazards and are safe. Work safety issues are addressed promptly as they arise. All machines are updated when needed.
• Ensuring that files are stored and shelved correctly.
• Coordinating work distribution and scheduling. Providing staff with the necessary equipment or tools to complete their tasks.
• Train all incoming staff members to the unit.
• Immediately notify management in charge of any issues or anticipated issues that may arise.
• Draft staff probationary and annual reviews documents.
• Maintain office issued vehicles i.e. oil changes, inspections etc.

Additional Requirements:

• Must possess a valid NYS Driver's License.

Preferred Skills:

• Minimum of 3 years of supervisory experience.
• Must possess strong leadership skills.
• Applicants must possess excellent interpersonal, verbal, and written communication skills.

• Organizational, time-management and multi-tasking skills, with strong attention to detail.
• Ability to take initiative and prioritize duties.
• Must be proficient in Microsoft Office.

Minimum Qual Requirements

Qualification Requirements
1. High school graduation or equivalent and three years of experience in community work or community centered activities in an area related to duties described above; or
2. Education and/or experience which is equivalent to "1" above.

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   04/28/2025   **POST UNTIL** 05/18/2025

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