



DISTRICT ATTORNEY KINGS COUNTY

Job Posting Notice

Job ID	713136	# of Positions	1
Business Title	Help Desk Technician		
Civil Service Title	COMMUNITY ASSOCIATE		
Title Code No	56057	Level	00
Title Classification	Non-Competitive		
Proposed Salary Range	\$ 51,500.00 - \$ 51,500.00 (Annual)		
Work Location	350 Jay St, Brooklyn Ny		
Division/Work Unit	Information Technology		

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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 Help Desk Technician to complement our existing Information Technology team.

The Information Technology Support Technician/Specialist provides a single point of contact for end users to receive instruction and support assistance from the organization's technology/computing environment. This includes installing, diagnosing, repairing, moving, maintaining, and upgrading computer hardware and related equipment, removing and/or replacing units as required, and administering software to ensure optimal performance with minimal downtime. The individual will also troubleshoot problem areas (in person, by telephone, via e-mail, or remote connectivity) in a timely, efficient, effective, professional and accurate manner, and provide end-user assistance when and where required following the accepted best practices.

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

- Accept support calls and accurately log them in the Help Desk application.
- Troubleshoot and resolve end-user hardware, operating system, and software related problems.
- Install, configure, test, monitor, maintain and troubleshoot end-user issues related to hardware and software.
- Perform onsite or remote diagnosis and resolution of complex desktop problems and recommend and implement corrective measures for repairs as deemed necessary.
- Administer and resolve issues with associated end-user workstation networking software products.
- Ensure physical desktop connections (i.e. RJ-45 Ethernet jacks, switches, connectors between PCs and servers, etc.) are in proper working order.
- Troubleshoot and resolve issues with basic network and server access problems (connectivity), WAN, firewall, and VPN systems with System Administrative guidance.
- Perform moves, additions, and changes (MAC) requests as directed.
- Determine the need for and implement performance upgrades to computers, including the installation of CPUs, I/O and NIC cards, hard disks, ribbon cables, hard drives, RAM, DVD/CD-ROMs, and any other component as necessary.
- Conduct print/printer maintenance.
- Troubleshoot and resolve print related failures (hardware and software related). Maintain Printing equipment..
- Interface with vendors as/when necessary for the repair process or any equipment or software related

issues.

- Handle all requests for laptops and mobile devices. Assist with mobile computing.
- Make sure software (O/S systems, updates, security and office productivity software) are current and up to specifications.
- Set up and install software and office standards on all laptops.
- Provide Court Room Technology support.
- Assist with the installation and setup of Court Technology products (hardware and software).
- Troubleshoot and resolve issues with voice communications systems (i.e., telephones) and voice mail systems.
- Perform network resource administration work.
- Perform general administrative and office duties.
- Prepare reports, distribute departmental and inter-office correspondence, file, and provide general assistance to I.T. department personnel as directed by the Department Manager and/or other Management or Executive staff.
- Perform other related duties as necessary.

Preferred Skills

- Sitting and/or standing for extended periods of time; lifting and transporting heavy to moderately heavy objects, such as computers and peripherals.
- Excellent organizational, time-management, and multi-tasking skills, including the ability to take initiative, prioritize duties, and work both independently and within a team environment is a plus.
- Excellent interpersonal, verbal, and written communication skills; strong attention to detail is essential.

Additional Information

Candidates must meet the additional requirements:

- May have to work overtime, respond to emergencies in the event of system failures, or those caused by environmental factors.
- Must have and maintain a valid NYS Driver License (may have to report to remote sites).
- On-call availability as needed/required. Schedules may include a number of days per month, after-hours, and weekend support.

Employees of the City of New York may be eligible for federal loan forgiveness programs and state repayment assistance programs. The federal government provides student loan forgiveness through its Public Service Loan Forgiveness Program (PSLF) to all qualifying public service employees.

Please visit the Public Service Loan Forgiveness Program site to view the eligibility requirements: <https://studentaid.ed.gov/sa/repay-loans/forgiveness-cancellation/public-service>

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 04/30/2025

POST UNTIL 05/13/2025

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