



DISTRICT ATTORNEY KINGS COUNTY

Job Posting Notice

Job ID	739469	# of Positions	1
Business Title	Media Services Technician		
Civil Service Title	COMMUNITY ASSOCIATE		
Title Code No	56057	Level	00
Title Classification	Non-Competitive		
Proposed Salary Range	\$ 55,395.00 - \$ 55,395.00 (Annual)		
Work Location	350 Jay St, Brooklyn Ny		
Division/Work Unit	Multimedia Services Unit		

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Job Description

****Only candidates who are permanent in title or reachable on the Open-Competitive list may apply. Please include your Notice of Result card. You will not be considered for an interview if you do not meet the mentioned civil service criteria.****

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 Media Services Technician in the Bureau of Litigation and Technology.

Under supervision the Media Service Technician is assigned jobs of moderate to significant difficulty.

The primary duties of the Media Service Technician are as follows:

- Provide proactive technical aid and Litigation Technology support in court with presentations during trials and hearings.
- While positioned in the courthouse move to multiple courtrooms alongside trial attorneys to support and assist as needed.
- Provide support with playback, presentation, evidence duplication and hashing and troubleshooting in courtrooms and liaising with ADA's prior to entering the courtroom to test evidence for issues.
- Perform preventative maintenance and/or updates of moderate to significant difficulty on computers, tech Trial Kits, laptops and computer components.
- Provide support with evidence redacting, extracting, and blurring of video/audio when needed.
- The MST is required to be knowledgeable of procedures and protocols of the office to perform duties, answering telephones, evidence processing and operation of general office equipment, maintaining records and custody of recorded and retrieved materials, video, audio and evidence libraries.
- Support day-to-day operations of the unit such as inventory management, collecting and organizing data.
- Engage in targeted projects that align with the requirements of the office.
- Under limited supervision, the MST is responsible to testify in court as a witness to corroborate the evidence.
- Other miscellaneous tasks based on the needs of the Unit.

Preferred Skills

- A minimum of two years technical related work, preferably in computer related areas such as technology, support and troubleshooting.
- Experience with digital audio & video editing software, i.e., Adobe Audition, Premiere, Final Cut Pro.

- Should have excellent people skills, customer service proficiency, and possess the ability to work in a fast-paced environment.

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.

Additional Information

- MST's must have knowledge of audio and video production, included but not limited to redaction, extraction, video blurring and editing with knowledge of video formats and conversions.
- Must have a working knowledge of codecs, video players and other software, as well as the ability to use Microsoft Office Suite (Word, Power Point and excel).
- A valid NYS driver's license.

Hours/Shift

This Bureau is Operational 7 days a week
Position available Monday to Friday 8am - 4pm and 9am - 5pm
*Some weekend or night shifts may be required

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	09/23/2025	POST UNTIL	10/08/2025
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