

**DISTRICT ATTORNEY KINGS COUNTY****Job Posting Notice**

Job ID	751211	# 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		

[Return to Previous Page](#)
[Switch to Internal View](#)
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 Multimedia Studio department.

Under supervision, the Media Service Technician in Multimedia's Studio Department is assigned jobs of moderate to significant difficulty.

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

- Develop, produce, and edit content for both internal and external purposes while adhering to strict deadlines.
- Assist in the production of videos aimed at both internal and external audiences and record agency-related training sessions, conferences, workshops, events, and interviews at various locations.
- Create videos about policy, community impact, and diverse cultural office events with compelling narratives that inform, inspire, and uplift viewers.
- Demonstrate excellent organizational skills to manage video assets and completed projects.
- Coordinate and produce live recordings and presentations for all KCDA social events, town hall meetings, and community-based training sessions.
- Provide creative direction and support to ensure the delivery of high-quality final products.
- Conduct preventive maintenance of moderate to significant complexity on various audiovisual recording and playback devices, including video cameras, laptops, Trial Kit equipment, computer and technology components, videocassette recorders, public address systems, and associated accessories.
- Assist with the daily operations of the unit, which encompasses inventory management support, as well as the collection and organization of data.
- If necessary, assist with the intake and distribution of physical case requests, in addition to managing incoming materials from the District Attorney's office staff and outgoing completed requests processed by MST technicians.
- May aid in the daily intake and distribution of equipment loaned to the staff of the District Attorney's office.
- May assist with surveillance retrieval and evidence collection
- May provide support with evidence redacting, extracting, and blurring of video/audio when needed.
- Perform office duties include answering telephones, evidence processing and operation of general office equipment, maintaining records and custody of recorded and retrieved materials, video, audio and evidence libraries.

- 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 5 years of experience in a technical Production-related position, with substantial proficiency in digital video editing and concept development, overseeing video projects from start to finish in a dynamic environment.
- Proficient with Adobe Suite and graphic design.
- Experience in computer technology, particularly in hardware and software support is a plus.
- 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).
- 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

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.
- 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 10/16/2025

POST UNTIL 11/05/2025

[Return to Previous Page](#)

[Switch to Internal View](#)

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