



DISTRICT ATTORNEY KINGS COUNTY

Job Posting Notice

Job ID	754529	# of Positions	1
Business Title	EXPEDITOR		
Civil Service Title	COMMUNITY ASSOCIATE		
Title Code No	56057	Level	00
Title Classification	Non-Competitive		
Proposed Salary Range	\$ 51,227.00 - \$ 51,227.00 (Annual)		
Work Location	120 Schermerhorn St Bklyn Ny		
Division/Work Unit	ECAB		

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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 an Expeditor with the Early Case Assessment Bureau (ECAB)

The Early Case Assessment Bureau (ECAB) screens all arrests that occur in Brooklyn, determining whether a prosecution will be declined or will go forward and if the latter, what charges will be brought. ECAB staff members interview police officers and, in some instances, victims and witnesses. The bureau drafts the charging document (i.e., the complaint) upon which the defendant will initially be arraigned and prepares supporting documents and notices to be submitted in court. Assistant District Attorneys in the bureau also staff and supervise prosecutors in the arraignment court parts in Brooklyn's Criminal Court.

Under general supervision, with latitude for independent initiative and judgment, the prospective candidate will perform the following duties:

- Reviews and prioritize all incoming LAPS (Local Arrest Processing System) cases and when necessary, route said cases to the Expedited Affidavit Program (EAP) personnel.
- Assigns cases to EAP personnel, Paralegals, and Assistant District Attorneys.
- Communicate and coordinate with police department LAP personnel regarding cases.
- Monitors all incoming Desk Appearance Tickets (DAT) cases.
- Reviews completed cases to ensure all necessary related paperwork is included in the file and is accurately flagged.
- Ensures cases that are identified as DATs are sent to DAT Supervisor in an expeditious manner.
- Monitors and updates expeditor application regularly, ensuring that the system has up-to-date information.
- Conduct Department of Motor Vehicles (DMV) Abstract searches on all Vehicular Traffic Law (VTL) 511 charged arrest cases.
- Answers and prioritizes all incoming calls courteously and, routes them to the appropriate parties.
- Conducts fingerprint responses on all incoming cases (live arrest and DATs).

- Performs all other related duties as assigned

Preferred Skills

- Ability to work independently, be assertive, highly organized, detailed-oriented.
- Strong attention to detail is essential.
- Skilled in standard computer operating systems and software (including Adobe Acrobat, Windows, and Microsoft Office products including Word and Excel with a strong ability to learn new and proprietary software, with a firm understanding of technical processes)
- Ability to interact effectively and efficiently with all levels of personnel, both in the Office and in other agencies, including attorneys, law enforcement, managers, IT and technical personnel, and community members
- Understanding and knowledge of the local criminal justice system, and ability to act accordingly in anticipation of the needs of attorneys and other staff members.
- Ability to multi-task and work without constant supervision in a fast-paced, high stakes environment
- Applicants should possess excellent verbal and written communication skills.

Additional Information

Candidates must meet the following additional requirements:

- A baccalaureate degree from an accredited college or;
- An associate degree and two to four years of full-time satisfactory work experience in the performance of paralegal (legal assistant) services; or.
- A Paralegal Certification from a program approved by the American Bar Association.

Hours/Shift

8:00 A.M to 4:00 P.M

Tuesday through Saturday (Sunday & Monday off)

To Apply

Click the 'Apply Now' button.

We appreciate the interest and thank all applicants who apply, but only those candidates under consideration will be contacted.

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 11/05/2025

POST UNTIL 11/25/2025

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