



## DISTRICT ATTORNEY KINGS COUNTY

### Job Posting Notice

<b>Job ID</b>	760178	<b># of Positions</b>	2
<b>Business Title</b>	Records Management Clerk		
<b>Civil Service Title</b>	COMMUNITY ASSISTANT		
<b>Title Code No</b>	56056	<b>Level</b>	00
<b>Title Classification</b>	Non-Competitive		
<b>Proposed Salary Range</b>	\$ 43,460.00 - \$ 43,460.00 (Annual)		
<b>Work Location</b>	350 Jay St, Brooklyn Ny		
<b>Division/Work Unit</b>	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 Clerk for it's Records Management Unit.

The Records Management Unit operates the Office's various file rooms. 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.

Under direct supervision, with some latitude for independent initiative and judgment, the prospective candidates' responsibilities include:

- Assists KCDA employees with record retrievals including archives.
- Maintain accurate records of all files inclusive of returns, cases signed out and cases on site.
- Maintain Records Management Offices and Warehouses ensuring they are free from hazards, clean and organized.
- Transport cases to and from warehouses throughout NY.
- Pick up and drop off cases daily to/from the appropriate court buildings.
- Maintain vehicle assigned to Records Management and ensuring vehicle is in good working condition, including but not limited to taking the vehicles into repair shops. Alerting Manager/Supervisor of any issues immediately.
- All other assigned related duties.

### Minimum Qual Requirements

1. There are no formal education or experience requirements for this position. However, the ability to understand and carry out simple instructions is required.
2. Candidates must be able to understand and be understood in English.

### Preferred Skills

- Organizational, time-management and multi-tasking skills.
- Ability to work efficiently both independently and collaboratively.
- Proficient technological skills.
- Must possess professional interpersonal skills written and verbally.

**Additional Information**

- Must possess a valid NYS Driver's License.
- The ability to lift boxes weighing 50 pounds or greater.

**To Apply**

To apply, click the "Apply Now" button.

We appreciate the interest and thank all applicants who apply, however only candidates under consideration will be contacted. For non-city/ external candidates, please visit NYC Careers site and type "DA-Brooklyn" on the search line, then locate the Job ID number. For current city employees, visit Employee Self Service (ESS) to view and click on Recruiting Activities, Careers and search by Job ID number.

**Public Svc Loan Forgiveness**

As a prospective employee of the City of New York, you may be eligible for federal loan forgiveness programs and state repayment assistance programs. For more information, please visit the U.S. Department of Education's website at <https://studentaid.gov/pslfr/>.

**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** 12/04/2025**POST UNTIL** 12/18/2025[Return to Previous Page](#)[Switch to Internal View](#)

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