



## DISTRICT ATTORNEY KINGS COUNTY

### Job Posting Notice

<b>Job ID</b>	760432	<b># of Positions</b>	2
<b>Business Title</b>	Office Services 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>	Office Services		

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### Job Description

The Kings County District Attorney's Office (KCDA) located in the Metrotech area of Brooklyn, New York, has an exciting opportunity to work as a Clerk in our Office Services Unit.

Office Services is a very integral part of KCDA, they manage varying aspects of the daily operation and functionality of the office. The unit is tasked with the maintenance, inventory management, and distribution of office supplies to the different units and bureaus within the office. They also manage extensive printing services for the office. Additionally, the unit provides assistance for all KCDA community events, employee relocation moves within the office, daily delivery and pick of office files to and from court.

Under general supervision, with some latitude for independent initiative and judgement the prospective candidate must be able to perform the following duties:

- Process all office supplies requisitions and ensure prompt delivery to the respective departments.
- Daily mail distribution throughout the office.
- Maintain a detailed log of all incoming, outgoing mail and all office supply requests.
- Retrieval of items requested throughout NY utilizing either office issued vehicle or public transportation.
- Facilitate the relocation of staff within the office, thereby assisting in the movement of heavy furniture.
- Operate and maintain office issued vehicles, ensuring vehicle is in good working condition. Alerting Supervisor and Director of any issues immediately.
- Assist with special events set up within the office and external locations.
- In the absence of print shop staff assist with daily duties.
- Perform 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've applied, however only candidates under consideration will be contacted.

**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/pslf/>.

**Hours/Shift**

Monday-Friday

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

9:00 A.M- 5:00 P.M

**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** 12/10/2025

**POST UNTIL** 12/23/2025

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