



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

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| Job ID | 762848 | # of Positions | 1 |
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**Business Title** NIGHT ARRAIGNMENT CLERK

**Civil Service Title** COMMUNITY ASSISTANT

**Title Code No** 56056      **Level** 00

**Title Classification** Non-Competitive

**Proposed Salary Range** \$ 43,460.00 - \$ 43,460.00 (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 a Clerk with 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 the direct supervision of the managerial staff, with latitude for independent initiative and judgment, the prospective candidate will perform the following duties:

- Assist both the Assistant District Attorneys with preparing records of court proceedings as well as obtain and communicate court events.
- Scans, files and delivers all documents.
- Research all documentation for inconsistencies and ensures all information is entered into our databases.
- Answer the telephones when necessary.
- Staff Arraignment Court Part.
- Accurately and efficiently prepare Orders of Protection in the WEBDVS system to submit to Court staff for the judge's signature.
- Assure court calendars are reviewed to determine missing files.
- Keep track of any cases that bench warrant and deliver the cases to the Criminal Court Bench Warrant room.
- Assure Request for Orders to Produce are submitted to the assigned paralegal or to paralegal supervisor promptly.
- Be sure completed OTPs are submitted to the Judge for signature and promptly returned to requestor.
- Assist paralegals and ADAs in obtaining any necessary paperwork such as copies of orders of protection and certified certificates of disposition.
- Assist with the transportation of DA files.
- Serve as a liaison between the public, the DA's office and court personnel.
- Assist the ADAs, police officers and civilian witnesses with business in the court part by updating them on status of pending cases.
- Performs other related duties as needed.

**Preferred Skills**

- Excellent time management.
- Excellent communication skills.
- Ability to multi task.
- Ability to work independently & in a team and consistently maintain a professional demeanor.

**Hours/Shift**

5:00 P.M. to 1:00 A.M. – two work weeks  
Sunday through Thursday (Friday & Saturday off)  
\*\* This Bureau is operational 7 days a week. \*\*

**To Apply**

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.

For Non-City/External Candidates: Visit the External Applicant 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.

**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.

**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.

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**POSTING DATE** 01/12/2026**POST UNTIL** 02/01/2026

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