



DISTRICT ATTORNEY KINGS COUNTY

Job Posting Notice

Job ID	765044	# of Positions	1
Business Title	Receptionist		
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	350 Jay St, Brooklyn Ny		
Division/Work Unit	Domestic Violence Bureau		

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Job Description

The Kings County District Attorney's Office (KCDA) ranks among the largest prosecutorial offices in the nation. It is dedicated to creating and executing innovative prosecutorial strategies that align with our vision of maintaining safety in Brooklyn while also guaranteeing fairness and justice for everyone. KCDA presents an exciting opportunity for a potential candidate to join its Domestic Violence Bureau as a Receptionist.

The Domestic Violence Bureau is responsible for investigate and prosecuting crimes involving intimate partners and parental abuse. In addition to prosecutions the unit provides counseling and connects survivors with supportive services and programs.

Under general supervision, with some latitude for independent initiative and judgement, the Receptionist will undertake various roles that facilitates the daily operations and objectives of the unit. The prospective candidate's responsibilities are:

- Provide administrative support to the Domestic Violence Bureau, preparing written correspondence and contacting witness via telephone among related tasks.
- Manages the receptionist area, ensuring visitors are promptly acknowledged courteously and assisted. Ensuring all safety protocols are adhered to and maintained.
- Provide professional telephone coverage by answering and directing calls, taking messages and disseminating to the appropriate parties.
- Handles Bureau Chief's scheduling. Employee's leave and vacation schedules are accurately maintained and updated.
- Screening and appropriately disturbing mail promptly. Mail retrieval and dissemination to/from other units/bureaus when deemed necessary.
- Assistant District Attorneys (ADAs), Counselors and Paralegals are promptly notified of witness's arrival.
- An accurate log of all visitors, witnesses and outreach efforts is maintained and neatly filed.
- Ensures all machinery in the unit is functioning and running efficiently. When deemed necessary placing repair tickets for non-functioning machinery.
- Perform all other related duties as necessary and assigned.

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.
- Proficient in Microsoft office (Word, Excel).

Additional Information

Candidate must be fluent in Spanish.

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.

POSTING DATE 01/12/2026**POST UNTIL** 01/30/2026[Return to Previous Page](#)[Switch to Internal View](#)

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