



## DISTRICT ATTORNEY KINGS COUNTY

### Job Posting Notice

<b>Job ID</b>	759197	<b># of Positions</b>	1
<b>Business Title</b>	Input Operator		
<b>Civil Service Title</b>	COMMUNITY ASSOCIATE		
<b>Title Code No</b>	56057	<b>Level</b>	00
<b>Title Classification</b>	Non-Competitive		
<b>Proposed Salary Range</b>	\$ 51,227.00 - \$ 51,227.00 (Annual)		
<b>Work Location</b>	345 Adams St., Brooklyn		
<b>Division/Work Unit</b>	COMMUNITY RESOURCES N REENTRY		

[Return to Previous Page](#)
[Switch to Internal View](#)

### 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 Input Operator in the Re-Entry Programs Bureau. The Re-Entry Programs Bureau addresses the needs and concerns of individuals transitioning from an incarceration-related environment to the general public who seek assistance with management of their personal situations. The bureau utilizes referrals to third parties as its primary method of service delivery.

Under direct supervision, with some latitude for independent initiative and judgement, the preferred candidate will be responsible for the following:

- Provide administrative support to the Re-Entry Programs Bureau.
- Input relevant data into DCJS database.
- Maintain correspondence files and other records.
- Gather data from multiple sources(public and restricted) and in various format (databases, Excel spreadsheets, PDF documents, etc.)
- Maintain and update existing databases and spreadsheets.
- Data Collection & Cleaning: Gather data from various sources, ensuring accuracy, and performing data cleaning and transformation.
- Analysis: Running basic statistical analyses and helping to identify trends or patterns in data.
- Support: Assisting Bureau Chief and cross-functional teams with data needs and projects
- Quality Assurance: Maintaining data integrity and resolving inconsistencies.
- Perform other related clerical and receptionist duties as assigned by supervisors.

### Preferred Skills

- Attention to detail and accuracy are essential.
- Must possess strong problem solving and analytical skills.
- Excellent interpersonal, verbal and written communications skills.
- Excellent organizational, time-management and multi-tasking skills, including the ability to take initiative, prioritize duties, and work both independently and within a team environment.
- Must have the ability to quickly complete multiple tasks while meeting goals and deadlines.

Additional Information

- Candidates must meet the additional requirements
- A baccalaureate degree from accredited college or;
  - An associate degree and two to four years of full-time satisfactory work experience .

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	02/10/2026	POST UNTIL	03/02/2026
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[Return to Previous Page](#)

[Switch to Internal View](#)

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