



DISTRICT ATTORNEY KINGS COUNTY
Job Posting Notice

Job ID	768797	# of Positions	1
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Business Title Clerk (Officewide)

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 ALTERNATIVES TO INCARCERATION

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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 in the Alternatives to Incarceration unit.

Under the direct supervision of the managerial staff, with latitude for independent initiative and judgment, the prospective candidate will perform the following duties:

- Staff upfront court part alongside assigned Assistant District Attorneys (ADAs), assisting with clerical duties.
- Prepare court calendars and verify receipt of all files prior to departure to court daily.
- Ensure missing files including bench warrants are retrieved in a timely fashion.
- Complete daily court calendars accurately and update information in KCDA specific data collection tools promptly.
- Communicate daily with assigned ADAs regarding the status of their cases.
- Submit subpoenas, orders to produce, and other documents for Judge's signature and return to requestor in a timely fashion.
- Act as a liaison between the office and partnering agencies and entities.
- Maintain accurate records of all cases and their status i.e., pleas, trials, dismissals, acquittals etc.
- Courteously respond to Defense Counsel, Court Staff, Law Enforcement, KCDA members and other outside agencies inquiries in person or via telephone.
- Accurately complete Orders of Protections electronically and manually with submission to court and defendant for signature.
- Mail completed Orders of Protection to civilian witnesses.
- Maintain accurate, orderly, and neat filing system of all case files.
- Ensure all discovery is accurately accounted for and placed in its corresponding case folder.
- Position requires cross training in all court part assignments and related functions within the unit.
- Performs other related duties as needed.

Preferred Skills:

- Excellent time management and multitasking skills.
- Proficient technological skills.
- Excellent communication skills.

- Must be able to maintain a professional demeanor at all times.
- Ability to work independently and collaboratively successfully.

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.

To Apply

To apply for this position, kindly visit <https://cityjobs.nyc.gov/jobs>. In the search bar, input Job ID # "768797"; this action should direct you to the job posting. We value your interest, but only those candidates who meet the necessary qualifications 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>.

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**

02/25/2026

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