



DISTRICT ATTORNEY KINGS COUNTY

Job Posting Notice

Job ID	725271	# of Positions	1
Business Title	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	320 Jay Street		
Division/Work Unit	Grand Jury		

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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.

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

- The ability to generate Grand Jury numbers, Supreme Court Information (SCI) numbers, multi-docketed numbers, superseding indictments, and re-submissions.
- Ensure that all indictments are filed utilizing the Electronic Document Delivery System (EDDS).
- Handles all incoming email inquiries and interfaces with court personnel and the public regarding requests.
- Processes all warrants and ensures notifications are made to the appropriate parties.
- Coordinate X-indictments processes with the appropriate parties.
- Maintain a filing system for all Grand Jury matters.
- Prepares transmittals for all cases being sent to the assigned bureaus.
- Routinely follows up on all pending unfiled indictments and foreperson's signatures.
- Perform related task when necessary.

Preferred Skills:

- Excellent communication.
- Excellent organizational skills
- Excellent interpersonal skills.
- Knowledge of KCDA and OCA software application a plus.
- Experience in an administrative setting.

Employees of the City of New York may be eligible for federal loan forgiveness programs and state repayment assistance programs. The federal government provides student loan forgiveness through its Public Service Loan Forgiveness Program (PSLF) to all qualifying public service employees. Please visit the Public Service Loan Forgiveness Program site to view the eligibility requirements: <https://studentaid.ed.gov/sa/repay-loans/forgiveness-cancellation/public-service>

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

Click the 'Apply Now' button.

We appreciate the interest and thank all applicants who apply, but only those candidates under consideration will be contacted.

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	08/18/2025	POST UNTIL	09/05/2025
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