



## DISTRICT ATTORNEY KINGS COUNTY

### Job Posting Notice

<b>Job ID</b>	726769	<b># of Positions</b>	1
<b>Business Title</b>	Department Manager		
<b>Civil Service Title</b>	COMMUNITY COORDINATOR		
<b>Title Code No</b>	56058	<b>Level</b>	00
<b>Title Classification</b>	Non-Competitive		
<b>Proposed Salary Range</b>	\$ 87,000.00 - \$ 87,000.00 (Annual)		
<b>Work Location</b>	350 Jay St, Brooklyn Ny		
<b>Division/Work Unit</b>	Grand Jury Reporters		

[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 a Department Manager in the Grand Jury Bureau.

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

- Oversee the daily operation of the Grand Jury Reporters unit and promote efficiency.
- Assists with all required testing of new reporters.
- Reviews all court reporter bills to ensure accuracy of pages and sum totals.
- Serve as a liaison for correspondence between ADA's and reporters for grand jury minutes corrections.
- Evaluate staff performance and provide valuable feedback for improvement where necessary.
- Responsible for all scheduling and ensuring adequate coverage in the grand jury.
- Manages requests and billing for outside agency for transcriptions of 911 calls for ADA's.
- Ensure adequate work assignments and fairness of reporters assigned workload.
- Inputs grand jury reporter work sheets daily.
- Coordinates timely submission of work product once jury ends.
- Produces the daily grand jury case schedule and disseminates the information to the appropriate parties.
- Maintains a filing system for all grand jury related documents, requests, bills, calendars, and miscellaneous items.
- Ensure all equipment is functioning and operating properly.
- Perform other related necessary duties.

### Preferred Skills

- Must possess thorough knowledge of the court reporter role.
- Excellent communication skills both written and verbally.
- Ability to work seamlessly within a team or independently and consistently maintain a professional demeanor.
- Must be able to effectively communicate and maintain a good working relationship with outside agencies and companies that are pivotal to the operation of the Grand Jury Reporters unit.

### Minimum Qual Requirements

1. A baccalaureate degree from an accredited college and two years of experience in community work or community centered activities in an area related to the duties described above; or
2. High school graduation or equivalent and six years of experience in community work or community centered activities in an area related to the duties as described above; or
3. Education and/or experience which is equivalent to "1" or "2" above. However, all candidates must have at least one year of experience as described in "1" above.

### 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** 08/21/2025

**POST UNTIL** 08/28/2025

---

[Return to Previous Page](#)

[Switch to Internal View](#)

---

**The City of New York is an inclusive equal opportunity employer committed to recruiting and retaining a diverse workforce and providing a work environment that is free from discrimination and harassment based upon any legally protected status or protected characteristic, including but not limited to an individual's sex, race, color, ethnicity, national origin, age, religion, disability, sexual orientation, veteran status, gender identity, or pregnancy.**