



DISTRICT ATTORNEY KINGS COUNTY

Job Posting Notice

Job ID	725884	# of Positions	1
Business Title	Procurement Analyst		
Civil Service Title	COMMUNITY ASSOCIATE		
Title Code No	56057	Level	00
Title Classification	Non-Competitive		
Proposed Salary Range	\$ 68,213.00 - \$ 73,561.00 (Annual)		
Work Location	350 Jay St, Brooklyn Ny		
Division/Work Unit	Procurement Unit		

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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 Procurement Analyst in the Procurement Unit.

The Procurement Department of KCDA manages the primary procurement functions of the agency with responsibility of planning and purchasing for the agency's \$13.2 million contract budget which supports the activities of over 1,200 budgeted employees. The Analyst will be responsible for all facets of the procurement process for the agency's grants, technology, fleet, and capital projects. This work will include contract development, bidding, negotiation, and the administration of contracts. The Analyst should have contracts experience and will serve as a resource for contract analysis and aspects of operations planning.

The Procurement Analyst will work under the supervision of the Deputy Director of Procurement with some latitude for independent judgment, action, and decision-making. The responsibilities of the Procurement Analyst include, but are not limited to:

- Assist in preparing purchase orders, solicitations, and requests for quotes.
- Maintain procurement records and documentation.
- Support vendor communications under supervision.
- Conduct preliminary research on vendors and pricing.
- Assist with contract tracking and compliance monitoring.
- Perform data entry and reporting tasks related to procurement activities.
- Follow organizational procurement policies and regulations.
- Ensure accuracy in documentation and data entry.
- Communicate professionally with vendors and internal units
- Basic understanding of procurement processes
- Strong organizational and time management skills
- Proficiency in Microsoft Office (Excel, Word, Outlook)
- Attention to detail and accuracy in data entry and documentation.
- Good verbal and written communication skills.
- Support special procurement projects as assigned by the supervisor.

Preferred Skills:

- Experience in the procurement of goods and services (professional and standardized preferred.)
- Knowledge of New York City Procurement Policy Board (PPB) Rules, local laws, New York State and Federal regulations, and the City Charter as it relates to the oversight approval process.
- Awareness of the City's Minority/Women-owned Business Enterprise (M/WBE) Program.

- Ability to write business letters and correspondence.
- Advanced Microsoft Excel and Word 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 is a plus.
- Excellent writing, interpersonal, and customer service skills.
- Strong attention to detail is essential.

Additional Information:

Candidates must meet the additional requirements:

- Bachelor's Degree from an accredited college.
- Have two (2) years of satisfactory full-time professional experience in the areas listed.

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.

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 09/05/2025

POST UNTIL 09/18/2025

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