



DISTRICT ATTORNEY KINGS COUNTY

Job Posting Notice

Job ID	773434	# of Positions	1
Business Title	HR Assistant		
Civil Service Title	COMMUNITY ASSISTANT		
Title Code No	56056	Level	00
Title Classification	Non-Competitive		
Proposed Salary Range	\$ 45,675.00 - \$ 45,675.00 (Annual)		
Work Location	350 Jay St, Brooklyn Ny		
Division/Work Unit	Human Resources Unit		

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Job Description

The Kings County District Attorney's Office (KCDA) ranks among the largest prosecutorial offices in the nation. It is dedicated to creating and executing innovative prosecutorial strategies that align with our vision of maintaining safety in Brooklyn while also guaranteeing fairness and justice for everyone. KCDA presents an exciting opportunity for a potential candidate to join its Employee Services Bureau's Human Resources Unit as an HR Assistant.

KCDA's Employee Services/Human Resources (HR) Department oversees all personnel matters concerning prospective, current, and former KCDA employees and supports the Executive decisions that impact the workforce and workplace. In addition to ensuring adherence to citywide rules, regulations, and executive policies, the HR team carries out functions in various domains, including recruitment, onboarding, performance management, benefits administration, career counseling, training, labor relations, and data management. HR is tasked with utilizing agency and city systems to analyze data, produce confidential reports, and supervise projects designed to enhance and strengthen staff relations in the agency.

Under general supervision, with some latitude for independent initiative and judgement, the HR Assistant will undertake various roles that facilitate the daily operations and objectives of the unit. The prospective candidate's responsibilities are:

- Provides administrative support to the Chief and Deputy Director of Employee Services/ Human Resources.
- Assists HR staff with administrative support in areas of benefits, on-boarding, performance management and recruitment which includes filing and HR spreadsheets.
- Support HR staff with tasks such as E-Performance assistant, training coordination assistance, employee verifications, affidavits, employment letters, filing among other related duties.
- Provides professional telephone coverage by answering and directing calls, taking messages and disseminating to the appropriate parties, also responding to general inquiries.
- Performs assigned receptionist tasks such as, but not limited to, greeting employees and visitors, and providing assistance when necessary.
- Handles the units scheduling, inclusive of candidates for upcoming interview panels. Employee's leave and vacation schedules are accurately maintained and updated.
- Assists with HR special projects, including preparation and compiling information for job fairs, benefits packages and all other related HR paperwork.
- Facilitates the replacement of lost or damaged employee/intern identification.
- Ensures all machinery in the unit is functioning and running efficiently. When deemed necessary placing repair tickets for non-functioning machinery.
- Performs all other HR related duties as necessary and assigned.

Preferred Skills

- An associate degree with experience in customer service and administrative duties, with at least two years of professional experience.
- Must have a strong command of technology, including proficiency in Word, Excel, PowerPoint, and similar applications.
- Excellent analytical skills, work ethic, and attention to detail.
- Excellent verbal and written communication skills.
- Must demonstrate an exemplary professional demeanor and a positive attitude. Candidate must also be able to maintain confidentiality.
- Ability to work in a fast-paced environment.

Additional Information

- Current KCDA employees: Eligibility for a transfer, employee must have already served at least one (1) year in their current position and be in good standing.

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 to this position please visit <https://cityjobs.nyc.gov/jobs> and in the search bar enter Job ID #773434. We value the interest shown and express our gratitude to all applicants; however, only those candidates who are being considered 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 03/20/2026**POST UNTIL** 04/08/2026[Return to Previous Page](#)[Switch to Internal View](#)

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