



DISTRICT ATTORNEY KINGS COUNTY
Job Posting Notice

Job ID	773427	# of Positions	1
Business Title	Motor Vehicle Operator		
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	Investigators		

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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 developing and implementing innovative prosecutorial strategies that align with our vision of maintaining safety in Brooklyn while ensuring fairness and justice for everyone. KCDA presents an exciting opportunity for a potential candidate to join its Investigators Unit as a Motor Vehicle Operator.

- Provide transportation to KCDA staff to community events, precincts, hospitals, and other related locations.
- In the absence of lobby personnel responsible for providing coverage.
- Assist the trial investigations unit messengers in retrieving and delivering packages throughout the city.
- Assist the fleet manager with upkeep and maintenance of fleet vehicles, including tire, oil, fuel, brakes, horn, and any other maintenance checks and related duties.
- Transport Trial Zone ADA's home during late evenings while preparing for trial or on trial.
- Maintain accurate records of all transportation requests.
- Assist with miscellaneous Command Center operations.
- Notifies supervisor immediately of any issues with the assigned vehicle, including accidents vehicles are involved in.
- Performs all other related duties.

Additional Information:

- Must possess a valid New York State Driver's License.
- Must maintain a valid Driver's License. Serious moving violations, license suspension or serious accidents may disqualify for appointment.

Preferred Skills:

- Must be organized and detailed oriented.
- Excellent time management skills.
- Excellent written and oral communication skills.
- Must be professional and courteous.

Hours/Shift:

Monday-Friday 10:00am-6:00pm

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.

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 03/12/2026

POST UNTIL 04/01/2026

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