



DISTRICT ATTORNEY KINGS COUNTY
Job Posting Notice

Job ID	773895	# of Positions	1
Business Title	SR Discovery Expeditor		
Civil Service Title	COMMUNITY ASSOCIATE		
Title Code No	56057	Level	00
Title Classification	Non-Competitive		
Proposed Salary Range	\$ 65,000.00 - \$ 65,000.00 (Annual)		
Work Location	350 Jay St, Brooklyn Ny		
Division/Work Unit	BUREAU OF LITIGATION TECHNOLOG		

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Job Description

The Kings County District Attorney's Office (KCDA) is one of the largest prosecutor's 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. The office investigates and prosecutes crime, assists victims, and implements crime prevention strategies to improve public safety and the quality of life of Brooklyn's residents.

Due to the sweeping discovery reforms in New York State, our Assist District Attorneys require more support in preparing criminal cases. All our cases involve voluminous discovery such as police reports, body-worn camera footage, 911 calls, forensic files and other necessary discovery materials. It is crucial for us to acquire talent that ensures we meet our discovery objectives; consequently, KCDA presents an exciting opportunity to work as a Senior Discovery Expeditor.

Under direct supervision, with some latitude for independent initiative and judgement, the Senior Discovery Expeditor will be responsible for the following:

- Provides eDiscovery support to staff in all areas of the office, including in the electronic retrieval, review, and processing of items in any case where the other staff member requires technical assistance.
- Initiates discovery requests.
- Receive, review, and assess the contents of files.
- Assists specialized bureaus with requesting, retrieving, tagging, and uploading BWC.
- Promptly orders 911s. Request memo books, and BWC for all officers.
- Prepares requests for missing essential discovery (i.e., vouchers, DD 5s)
- Ensures the items in the electronic file are complete and fully legible and in the appropriate format and will convert, if necessary, from various formats and media to the Office's standard digital format.
- Uploads received discovery into Case Management.
- Consults with the ADA/Paralegal to determine the necessary documents that must be obtained from the Police Department or any other relevant agency.
- Assists Supervisors with training of New Discovery Expeditors. Instruct Discovery Expeditors on how to properly utilize Case Management, read and review a case and how to identify missing essential discovery.
- Performs any miscellaneous task delegated by unit Supervisor. Works on any special projects for the bureau.

Candidates must meet the additional requirements:

- Master’s degree or equivalent work experience in an area related to the above is required.
- At least two years’ experience working in the capacity of a Discovery Expeditor or Paralegal Specialist or four years as a Paralegal assisting ADA’s in case preparations and trials.
- Proficiency in Microsoft Office, Adobe Acrobat, Windows including the ability to utilize macros, create forms and Excel Sheet.
- Proficiency utilizing internal computer software including Case Management and the ability to learn new proprietary software.

Preferred Skills:

- Ability to interact effectively and efficiently with all levels of personnel, both in the Office and other agencies, including attorneys, law enforcement, managers, IT and technical personnel, and community members.
- Understanding and knowledge of the local criminal justice system, and ability to act accordingly in anticipation of the needs of attorneys and other staff members.
- Ability to multi-task and work without constant supervision in a fast-paced, high-stakes environment.
- Exceptional written and oral communication skills, and the ability to quickly assess large amounts of information.

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.

To Apply

We appreciate your interest and thank all applicants who apply, but only those candidates under consideration will be contacted. For Non-City/External Candidates: Visit <https://cityjobs.nyc.gov/jobs?options=252&page=1> then locate Job ID 773895. For current city employees: visit Employee Self Service (ESS) to view and click on recruiting activities, careers and search by Job ID 773895.

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 04/29/2026

POST UNTIL

05/07/2026

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