



DISTRICT ATTORNEY KINGS COUNTY
Job Posting Notice

Job ID	774930	# of Positions	1
Business Title	Input Operator		
Civil Service Title	COMMUNITY ASSOCIATE		
Title Code No	56057	Level	00
Title Classification	Non-Competitive		
Proposed Salary Range	\$ 51,227.00 - \$ 51,227.00 (Annual)		
Work Location	350 Jay St, Brooklyn Ny		
Division/Work Unit	Appeals		

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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 Appeals Unit in the role of an Input Operator.

The Appeals Bureau is responsible for the litigation of the office's cases post-conviction. That litigation includes responding to appeals filed by defendants in the Appellate Division, which is New York State's intermediate appellate court, the New York Court of Appeals, which is the State's highest court, and the federal appellate courts.

Under general supervision, with some latitude for independent initiative and judgement, the prospective candidate's responsibilities will include the following:

- Accurately and promptly inputs information into bureau database of all incoming/ outgoing briefs and other filings.
- Processes all correspondence prepared for or received from the Court of Appeals.
- Ensures all received correspondence is promptly scanned and distributed to the assigned Assistant District Attorney (ADA) or Paralegal.
- Delivers and retrieves documents from various courts throughout New York City.
- Assists and support the unit with special projects.
- Perform other related duties as deemed necessary.

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.

Preferred Skills

- Detail oriented and excellent time management skills.
- Proficient technological skills (MS Office, Adobe).
- The ability to work efficiently independently or collaboratively.
- Excellent communication and interpersonal skills.

Additional Information

Employees of the City of New York may be eligible for federal loan forgiveness programs and state repayment assistance programs. The federal government provides student loan forgiveness through its Public Service Loan Forgiveness Program (PSLF) to all qualifying public service employees. Please visit the Public Service Loan Forgiveness Program site to view the eligibility requirements: <https://studentaid.ed.gov/sa/repay-loans/forgiveness-cancellation/public-service>

To Apply

We appreciate the interest and thank all applicants who apply, but only those candidates under consideration will be contacted.

For Non-City/External Candidates: Visit the External Applicant NYC Careers site and type "DA - Brooklyn" on the search line. Then locate the Job ID number 774930. For Current City Employees: Visit Employee Self Service (ESS) to view and click on Recruiting Activities, Careers, and search by Job ID number.

Hours/Shift

Monday-Friday
9:00am- 5:00pm

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 04/03/2026**POST UNTIL** 04/14/2026

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