



DISTRICT ATTORNEY KINGS COUNTY

Job Posting Notice

Job ID	786766	# of Positions	1
Business Title	Media Services Technician		
Civil Service Title	COMMUNITY ASSOCIATE		
Title Code No	56057	Level	00
Title Classification	Non-Competitive		
Proposed Salary Range	\$ 57,195.00 - \$ 57,195.00 (Annual)		
Work Location	350 Jay St, Brooklyn Ny		
Division/Work Unit	Multimedia Services Unit		

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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. KCDA-Criminal Court Bureau has an exciting opportunity to work as a Paralegal.

KCDA is seeking a versatile and motivated Multimedia Services Technician to join the Multimedia Division. Multimedia operations include multiple functional areas, including courtroom technology, litigation technology support, and studio production. The ideal candidate is adaptable, technically proficient, and comfortable working in a fast-paced environment where assignments may vary based on many operational needs.

Responsibilities may include courtroom audiovisual support, preparing and presenting digital evidence, video production and editing, recording interviews and events, equipment setup and maintenance and other multimedia-related duties. Candidates should possess strong troubleshooting skills, excellent communication and organizational abilities, and a willingness to learn all aspects of the Multimedia Division. This position offers the opportunity to work across multiple teams, providing critical technical support that advances the Office's mission. Assignments are based on departmental priorities and operational needs and may rotate between Court Operations, Litigation Technology and some Studio Production, and other multimedia initiatives as required.

The primary duties of the MST Level 1 Technician include but are not limited to:

- Transport, set-up, install and operate audio and visual equipment; record and/or play back testimony, statements, press conferences, training sessions and other office events and activities.
- Take video and video statements of defendants, victims, witnesses at remote locations. (i.e. precincts, hospitals, courtrooms etc.) crime scenes and surveillance locations.
- Record and support with set up of agency related training's, conferences, events in house and at remote locations.
- Retrieve surveillance video, still photos and 360 Photos from remote locations.
- Redact, extract and blur videos.
- Support with data entry, tracking and updating charts of information.
- Aid in enhancing training presentation materials and improving PowerPoint presentations, training room set up and
- Perform preventive maintenance of moderate-to-significant difficulty on audiovisual recording and playback equipment such as video cameras, laptop and computer components, videocassette recorders, public microphone and sound systems, and related accessories.
- Provide support to ADA's with courtroom technology in courtrooms, including evidence preparation, and maintaining equipment for Grand Jury, Trials and hearings.
- The MST must have a detailed knowledge of audio and video production, included but not limited to

- redaction, extraction, video blurring and editing with knowledge of video formats and conversions.
- Be knowledgeable of procedures and protocols of the office to perform duties.
 - Technicians are responsible to testify in court as a witness to corroborate the evidence.

Preferred Skills

- A minimum of 2 years technical related work, preferably in computer technology and video production.
- Customer support and troubleshooting.
- Working knowledge of codecs, video players and other software.
- Proficient in Microsoft Office Suite (Word and Power Point).
- Experience with digital audio & video editing software, i.e. Adobe Audition, Premiere, Final Cut Pro.
- Experience and familiarity with Adobe Suite including Premiere Pro, Audition etc.
- Ability to work in a fast-paced environment.
- Working knowledge of current, future, and older Windows CPUs and software.
- Must have a valid NYS driver's license.

Hours/Shift

.**This Bureau is Operational 7 days a week**

This position is Monday -Friday – hours are subject to be between the hours of 8am – 6pm onment.

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.

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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 07/17/2026

POST UNTIL 08/05/2026

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