



DISTRICT ATTORNEY KINGS COUNTY

Job Posting Notice

Job ID	787635	# of Positions	1
Business Title	HR Associate		
Civil Service Title	COMMUNITY ASSOCIATE		
Title Code No	56057	Level	00
Title Classification	Non-Competitive		
Proposed Salary Range	\$ 53,442.00 - \$ 53,442.00 (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 Human Resources Unit as a HR Associate.

KCDA's 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 civil service 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, the HR Associate will assist with various tasks that will facilitate the daily operations within Human Resources. The prospective candidate's responsibilities are:

- Perform HR duties which may include but not limited to employee verifications, agency traveling personnel folder coordination, affidavits, employment letters, filing, creating/running reports, and any other related task.
- Interface with various departments and staff to handle and troubleshoot incoming inquiries and issues. Coordinate with bureau management and designated staff to troubleshoot HR related matters.
- Assist the recruitment unit with functions such as pre-screening resumes, coordination of interviews, interview folder preparation, reference checks, background checks, and all related recruitment activities.
- Support the Onboarding and Benefits unit with coordinating the scheduling of new orientations.
- Maintain personnel data, which may include the filing of documents and data entry of personnel records in the internal HRIS system.
- Facilitates the replacement of lost or damaged employee/intern identification.
- Assist with special projects or assignments delegated by management inclusive of recruitment fairs, benefits packages, employee events, phone coverage in the reception area and all other related tasks.

Additional Requirements:

Candidate must meet the following requirements:

- A baccalaureate degree from an accredited college and at least two years' full-time work experience in a Human Resources environment; or
- An associate degree or 60 semester credits from an accredited college and three years of full-time work

experience in a Human Resources environment.

Preferred Skills:

- Exceptional technological abilities with a high level of proficiency.
- 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.

Apply:

To apply click the "Apply Now" button.

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 #787635.

For Current City Employees: Visit Employee Self Service (ESS) to view and click on Recruiting Activities, Careers, and search by Job ID 787635.

A RESUME AND COVER LETTER ARE REQUIRED.

PLEASE INDICATE IN YOUR COVER LETTER HOW YOU HEARD ABOUT THIS POSITION.

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.

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 07/28/2026

POST UNTIL 08/11/2026

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