



## DISTRICT ATTORNEY KINGS COUNTY

### Job Posting Notice

|                              |                                      |                       |    |
|------------------------------|--------------------------------------|-----------------------|----|
| <b>Job ID</b>                | 785442                               | <b># of Positions</b> | 1  |
| <b>Business Title</b>        | Receptionist                         |                       |    |
| <b>Civil Service Title</b>   | COMMUNITY ASSISTANT                  |                       |    |
| <b>Title Code No</b>         | 56056                                | <b>Level</b>          | 00 |
| <b>Title Classification</b>  | Non-Competitive                      |                       |    |
| <b>Proposed Salary Range</b> | \$ 45,675.00 - \$ 45,675.00 (Annual) |                       |    |
| <b>Work Location</b>         | 350 Jay St, Brooklyn Ny              |                       |    |
| <b>Division/Work Unit</b>    | Criminal Court 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 Criminal Court Bureau as a Receptionist.

The Criminal Court Bureau investigates and prosecutes misdemeanor cases throughout Brooklyn. The bureau is the largest in the office in terms of cases and personnel. The criminal Court Bureau regularly interacts with crime victims, visitors from police precincts and members of the public.

Under general supervision, with some latitude for independent initiative and judgement, the Receptionist will undertake various roles that facilitates the daily operations and objectives of the unit. The prospective candidate's responsibilities are:

- Provide administrative support to the Criminal Court Bureau..
- Perform assigned receptionist tasks such as, but not limited to, greeting employees and visitors, and providing assistance when necessary.
- Make the appropriate notifications to KCDA legal staff upon visitors' arrival..
- Provide professional telephone coverage by answering and directing calls, taking messages and disseminating to the appropriate parties. .
- Route notifications when necessary to the Victim Services Unit to accommodate witnesses.
- Requisition office supplies for the unit and keep accurate records of all inventories.
- Maintain accurate records of all documentation including sign-in logs, staff locations throughout the workday, spreadsheets and all other necessary documents.
- Report any and all unsafe conditions to the appropriate parties
- Perform all other related clerical duties as assigned.

### Preferred Skills

- Organizational, time-management and multi-tasking skills.
- Ability to work efficiently both independently and collaboratively.
- Proficient technological skills.
- Must demonstrate an example professional demeanor and a positive attitude Candidate must also be able to maintain confidentiality.
- Excellent communication skills both written and verbally.

### 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.

### 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** 08/06/2026

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