Help

DISTRICT ATTORNEY KINGS COUNTY

Job Posting Notice

Job ID	807818	**# of Positions**	1
Business Title	Receptionist		
Civil Service Title	COMMUNITY ASSISTANT		
Title Code No	56056 **Level** 00		
Title Classification	Non-Competitive		
Proposed Salary Range	$ 45,675.00 - $ 45,675.00 (Annual)		
Work Location	350 Jay St, Brooklyn Ny		
Division/Work Unit	Security Desk-19th Floor		

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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 Investigators/Security Unit as a Receptionist.

Under direct supervision, with some latitude for independent initiative and judgement, the ideal candidate will be responsible for the following duties:

• Professionally greets, welcomes, and directs visitors and KCDA personnel to the appropriate location.
• Promptly notify executive personnel of visitor arrival.
• Provide professional telephone coverage by answering and directing calls to the appropriate personnel.
• Maintain detailed and accurate records of external visitors to the floor.
• Ensure that restricted and/or unauthorized personnel are not permitted in areas they should not have access to.
• Periodically support lobby security with responsibilities, such as covering breaks or staff on vacation.
• Screen employees and visitors.
• Attends, completes, and maintains State and Agency training requirements.
• Assist with other related duties assigned by Supervisors/Managers.

Additional Information
• Must be able and willing to work flexible hours.

Preferred Skills
• Proficiency in Microsoft Word, Outlook, Excel, and PowerPoint.
• Strong interpersonal skills.
• Strong communication skills.
• Strong attention to detail.
• Strong organizational, time-management, and multi-tasking skills.
• Ability to work well with others in a team environment.
• Security License.

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.

To Apply

To apply click the “Apply Now” button.
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. For Current City Employees: Visit Employee Self Service (ESS) to view and click on Recruiting Activities, Careers, and search by Job ID number.

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 10/23/2026 **POST UNTIL** 11/12/2026

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