DISTRICT ATTORNEY KINGS COUNTY
Job Posting Notice

Job ID	808105	**# of Positions**	1

Business Title	Operations Coordinator
Civil Service Title	COMMUNITY ASSOCIATE
Title Code No	56057 **Level** 00
Title Classification	Non-Competitive
Proposed Salary Range	$ 60,000.00 - $ 60,000.00 (Annual)
Work Location	350 Jay St, Brooklyn Ny
Division/Work Unit	BUREAU OF LITIGATION TECHNOLOG

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Job Description

The Kings County District Attorney's Office (KCDA) is one of the largest prosecutors' 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. The office investigates and prosecutes crime, assists victims, and implements crime prevention strategies to improve public safety and the quality of life of Brooklyn's residents.

In light of the sweeping discovery reforms in New York State, our Assistant District Attorneys require additional support in preparing criminal cases. All our cases involve voluminous discovery such as police reports, body camera footage, 911 calls, forensic files, security surveillance videos, and more. It is critical to our mission that our prosecutors obtain all the necessary discovery and securely provide the required information to the defense. KCDA's Bureau of Litigation Technology (BOLT) has an exciting opportunity to work as an Operations Coordinator.

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

• Supports bureau case assignments as needed.
• Exports and maintains spreadsheets and data tracking as needed.
• Serves as the point person for Case Management and Brooklyn Book updates.
• Reviews the BOLT spreadsheet to assess data entry, such as closing out cases and updating case status.
• Updates Discovery Liaison Contacts tab on BOLT spreadsheet.
• Provides discovery support utilizing the ECMS viewer, BWC Viewer, FMS folder system, and more as needed by BOLT.
• Provides technical assistance and training on computer applications such as Adobe, which may include creating forms or manuals.
• Provide proactive technical aid and discovery support.
• Collect and organize data and maintain discovery records for BOLT.
• Support with data entry, tracking information, updating charts of information.
• Enhance training presentation materials and improve PowerPoint presentations.
• Ability to manage multiple schedules and coordinate training with the assistance of the Administrative Assistant.
• Perform other miscellaneous tasks based on the needs of the bureau.

Preferred Skills:

• Should have excellent people skills and customer service experience.

• Knowledge and understanding of the procedures and protocols for the discovery obligations of the Kings County District Attorney's Office.
• Extensive knowledge of Microsoft Suite including Excel, Word, Outlook, SharePoint, and PowerPoint.
• Detailed video, audio, and document redaction knowledge.
• Working knowledge of Camtasia, Audacity, and Adobe.
• Experience with case management and the body worn camera portal, the ECMS portal, related matters, and the FMS folder system.
• Ability to navigate new technologies.

Candidate must meet the additional requirements:

1. A Baccalaureate Degree from an accredited college and three years of satisfactory full-time experience working in an area related to the duties described above.
2. An Associates Degree from an accredited college and four years of satisfactory full-time experience working in an area related to the duties described above.
3. Candidate must meet the education and/or experience criteria which is equivalent to "1" or "2".

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.

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 808105.

For Current City Employees: Visit Employee Self Service (ESS) to view and click on Recruiting Activities, Careers, and search by Job ID number 808105.

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 10/28/2026 **POST UNTIL** 11/10/2026

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