Help

DISTRICT ATTORNEY KINGS COUNTY

Job Posting Notice

Job ID	809127	**# of Positions**	1
Business Title	Clerk (Officewide)		
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	Clerks Office		

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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. KCDA has an exciting opportunity to work as a Criminal Court Clerk in its Case Management Services (CMS) Unit.

The Office's Case Management Services Unit (CMS) provides essential support to the Office's legal practice, ensuring the collection, entry, and auditing of complete, timely, and high-quality data from court proceedings and other sources. CMS data is relied upon by assigned prosecutors preparing their cases, prosecutors appearing in court, and supervisors throughout the Office and supports the Office's reporting, analysis, and transparency initiatives, and its staff are a critical part of the Office's mission to keeping Brooklyn safe while building community trust by ensuring fundamental fairness in the criminal justice system. In this position, the Criminal Court Clerk is responsible for in-court support and clerical support to KCDA's Case Management Services Unit.

• Staff criminal court parts alongside assigned Assistant District Attorneys (ADAs), assisting with clerical duties.
• Enter real time information using in-house applications including return on warrant cases. Notify assigned ADAs and Deputy Bureau Chiefs of Involuntary and Voluntary return on warrants.
• Cross reference various sources of information such as CIS, Case Management and Calendar Notes when performing data entry.
• Communicate daily with assigned ADAs regarding the status of their cases.
• Submit subpoenas, orders to produce, and other documents for Judge's signature and return to requestor in a timely fashion.
• Act as a liaison between the office and partnering agencies and entities.
• Courteously respond to Defense Counsel, Court Staff, Law Enforcement, KCDA members and other outside agencies inquiries in person or via telephone.
• Accurately complete Orders of Protections electronically and manually with submission to court and defendant for signature.
• Mail completed Orders of Protection to civilian witnesses.
• Perform data audits using in-house applications when needed.
• Reach out to the supervisor and/or assigned ADA when identifying incorrect data to rectify the mistake and ensure the system remains accurate and up to date
• Cross train in all criminal court parts and related functions within the unit.
• Perform other related duties as needed.

Preferred Skills:
• Excellent communication.
• Excellent organizational skills

- Excellent interpersonal skills.
- Knowledge of KCDA and OCA software application a plus.
- Experience in an administrative setting.

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, but only candidates under consideration will be contacted. For Non-City/External Candidates: Visit the external applicant NYC Careers site https://cityjobs.nyc.gov/jobs?options=252&page=1. For current City employees: Visit Employee Self Service (ESS) to view and click on recruiting activities, careers and search for Job ID 802158.

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 10/30/2026 **POST UNTIL** 11/12/2026

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