Help

DISTRICT ATTORNEY KINGS COUNTY

Job Posting Notice

Job ID	809130	**# of Positions**	1
Business Title	Receptionist / Secretary (Office-Wide)		
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	CASE MANAGEMENT SERVICES		

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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 Receptionist / Secretary.

Under general supervision, with latitude for independent initiative and judgment, the prospective candidate will perform the following duties:

• Maintains Bureau Chief and Deputy Chief's schedules.
• Responds to telephone inquiries, direct calls accordingly, and records messages.
• Prepare all correspondence for managerial staff.
• Maintains an efficient filing system for all correspondence.
• Requisitions office supplies for the unit.
• Maintains vacation and sick leave calendar of employees within the unit.
• Collects timesheets from ADAs weekly and submits to Bureau Chief for signature.
• Ensures all equipments are in good working order, places requests for repair tickets.
• Provides coverage in the absence of the Receptionist.
• Assists with unit special projects.
• Perform other related duties as necessary

Preferred Skills
• Excellent organizational, time-management and multi-tasking skills, including the ability to take initiative, prioritize duties, and work both independently and within a team environment is a plus.
• Excellent communication skills and writing skills.
• Familiarity with case tracking, CIMS, Office of Court Administration (OCA) is a plus.
• Strong attention to detail is essential.

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.

Additional Information

Employees of the City of New York may be eligible for federal loan forgiveness programs and state repayment assistance programs. The federal government provides student loan forgiveness through its Public Service Loan Forgiveness Program (PSLF) to all qualifying public service employees.

Please visit the Public Service Loan Forgiveness Program site to view the eligibility requirements: https://studentaid.ed.gov/sa/repay-loans/forgiveness-cancellation/public-service

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 10/30/2026 **POST UNTIL** 11/19/2026

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