Help

DISTRICT ATTORNEY KINGS COUNTY

Job Posting Notice

Job ID	809189	**# of Positions**	2
Business Title	Media Services Technician		
Civil Service Title	MEDIA SERVICES TECHNICIAN		
Title Code No	90622 **Level** 01		
Title Classification	Competitive		
Proposed Salary Range	$ 55,530.00 - $ 55,530.00 (Annual)		
Work Location	350 Jay St, Brooklyn Ny		
Division/Work Unit	Multimedia Services Unit		

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Job Description

**Only reachable candidates on the Open-Competitive list for Exam #3088 are encouraged to apply, however applicants in other comparable titles may also be considered. Please include your Notice of Result card. You will not be considered for an interview if you do not meet the mentioned civil service criteria. **

The Kings County District Attorney's Office (KCDA) is one of the largest prosecutor's 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-Criminal Court Bureau has an exciting opportunity to work as a Paralegal.

KCDA is seeking a versatile and motivated Multimedia Services Technician to join the Multimedia Division. Multimedia operations include multiple functional areas, including courtroom technology, litigation technology support, and studio production. The ideal candidate is adaptable, technically proficient, and comfortable working in a fast-paced environment where assignments may vary based on many operational needs.

Responsibilities may include preparing and presenting digital evidence,
video production and editing, recording interviews and events, equipment setup and maintenance, courtroom audiovisual support and other multimedia-related duties. Candidates should possess strong troubleshooting skills, excellent communication and organizational abilities, and a willingness to learn all aspects of the Multimedia Division. This position offers the opportunity to work across multiple teams, providing critical technical support that advances the Office's mission. Assignments are based on departmental priorities and operational needs and may rotate between Court Operations, Litigation Technology and some Studio Production, and other multimedia initiatives as required.

The primary duties of the MST Level 1 Technician include but are not limited to:
- Transport, set-up, install and operate audio and visual equipment; record and/or play back testimony, statements, press conferences, training sessions and other office events and activities.
- Take video and video statements of defendants, victims, witnesses at remote locations. (i.e. precincts, hospitals, courtrooms etc.) crime scenes and surveillance locations.
- Record and support with set up of agency related training's, conferences, events in-house and at remote locations.
- Retrieve surveillance video, still photos and 360 Photos from remote locations.
- Redact, extract and blur videos.
- Support with data entry, tracking and updating charts of information.
- Aid in enhancing training presentation materials and improving PowerPoint presentations, training room set up and

- Perform preventive maintenance of moderate-to-significant difficulty on audiovisual recording and playback equipment such as video cameras, laptop and computer components, videocassette recorders, public microphone and sound systems, and related accessories.
- Provide support to ADA's with courtroom technology in courtrooms, including evidence preparation, and maintaining equipment for Grand Jury, Trials and hearings.
- The MST must have a detailed knowledge of audio and video production, included but not limited to redaction, extraction, video blurring and editing with knowledge of video formats and conversions.
- Be knowledgeable of procedures and protocols of the office to perform duties.
- Technicians are responsible to testify in court as a witness to corroborate the evidence.

Preferred Skills
- A minimum of 2 years technical-related work, preferably in computer technology and video production.
- Customer support and troubleshooting.
- Working knowledge of codecs, video players and other software.
- Proficient in Microsoft Office Suite (Word and Power Point).
- Experience with digital audio & video editing software, i.e. Adobe Audition, Premiere, Final Cut Pro.
- Experience and familiarity with Adobe Suite including Premiere Pro, Audition etc.
- Ability to work in a fast-paced environment.
- Working knowledge of current, future, and older Windows CPUs and software.
- Must have a valid NYS driver's license.

Minimum Qual Requirements

1. A baccalaureate degree from an accredited college or university, accredited by regional, national, professional, or specialized agencies recognized as accrediting bodies by the U.S. Secretary of Education and by the Council for Higher Education Accreditation (CHEA), including or supplemented by 24 semester credits in one or a combination of the following areas of study: electronics technology, television production, broadcast communications, film production, audio production; or

2. An associate degree from an accredited college or university, accredited by regional, national, professional, or specialized agencies recognized as accrediting bodies by the U.S. Secretary of Education and by the Council for Higher Education Accreditation (CHEA) including or supplemented by 12 semester credits in one or a combination of the following areas of study: electronics technology, television production, broadcast communications, film production, audio production, still photography, graphic arts or in a related field and one year of satisfactory full-time experience operating, maintaining, and repairing audio-visual, video and related broadcast
production equipment; or

3. A certificate or diploma in electronics or another area of study described in ""2"" above from an accredited vocational or technical high school, approved by a State's Department of Education or a recognized accrediting organization and two years of satisfactory full-time experience as described in ""2"" above; or

4. A four-year high school diploma or its educational equivalent approved by a State's Department of Education or a recognized accrediting organization, and three years of satisfactory full-time experience as described in ""2""above; or

5. A combination of education and/or experience equivalent to ""1"",""2"",""3"", or ""4"" above. However, all candidates must have a four-year high school diploma or its educational equivalent. Two years of certified experience as a member of a high school audio-visual squad, or one year of work-study experience in an approved NYC Department of Education program which included work with audiovisual or related electronic equipment, may be substituted for six months of the experience described in ""2"" above. College education above an associate degree including the 12 specialty credits, but less than a baccalaureate degree including the 24 specialty credits, can be substituted for experience on the following basis: 5 college credits including 1 specialty credit, can be substituted for 1 month of experience.

Driver License Requirement: By the time you are appointed to this position, you must have a motor vehicle driver license valid in the State of New York. This license must be maintained for the duration of your employment.

55-a Program

This position is also open to qualified persons with a disability who are eligible for the 55-a Program. Please indicate at the top of your resume and cover letter that you would like to be considered for the position through the 55-a Program.

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 11/05/2026 **POST UNTIL** 11/19/2026

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The City of New York is an inclusive equal opportunity employer committed to recruiting and retaining a diverse workforce and providing a work environment that is free from discrimination and harassment based upon any legally protected status or protected characteristic, including but not limited to an individual's sex, race, color, ethnicity, national origin, age, religion, disability, sexual orientation, veteran status, gender identity, or pregnancy.