



## DISTRICT ATTORNEY KINGS COUNTY Job Posting Notice

<b>Job ID</b>	643176	<b># of Positions</b>	1
<b>Business Title</b>	Graphic Artist		
<b>Civil Service Title</b>	COMMUNITY ASSOCIATE		
<b>Title Code No</b>	56057	<b>Level</b>	00
<b>Title Classification</b>	Non-Competitive		
<b>Proposed Salary Range</b>	\$ 49,615.00 - \$ 49,615.00 (Annual)		
<b>Work Location</b>	350 Jay St, Brooklyn Ny		
<b>Division/Work Unit</b>	Graphics Unit		

[Return to Previous Page](#)

[Switch to Internal View](#)

### Job Description

The Kings County District Attorney's Office located in the Metrotech area of Brooklyn, New York, has an exciting opportunity to work as a Graphic Artist in the Graphics Unit.

Brooklyn is divided into 23 police precincts, each with its own commander and community precinct council. To better serve these diverse communities, the office is divided into five trial zones that prosecute non-specialized felony and Misdemeanor cases. Each zone encompasses four or five police precincts within a specified geographic area and is distinguishable by a color-coded designation: Red, Blue, Grey, Green, and Orange.

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

- Prepare graphic visuals for trial presentation.
- Produce diagrams and charts that illustrate the basic elements of their cases using the Adobe Creative Suite and Microsoft Office applications.
- Create 3D models on the computer and depict the crime location using 3D rendering software.
- Conduct photo/document retouching, enhancement, and mounting.
- Discuss the best placement for the presentation of photos or documents needed to be mounted on board.
- Retouch images of poor to medium quality with specific design software and print the document to the desired size.
- Prepare illustrations for publications and exhibition.
- Create computer-generated finished composition layouts.
- Conduct surveys of crime scenes.
- Draw detailed sketches, accurately measure the entire area, and if needed, take reference photos at a crime location.
- Answer phone calls, emails, and assist with any incoming requests.
- Create visually captivating communications for various digital and social media platforms.
- 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 are a plus.
- Excellent communication skills and writing skills.
- Strong attention to detail is essential.
- Knowledge of 3D Rendering programs like SketchUp or 3D Cad is a plus.

Additional Information

Candidate must meet the additional requirements:

- A baccalaureate degree, with a major in fine or graphic arts, from an accredited college or university and one year of full-time experience as a commercial or graphic design, or visual communications design; or
- A four-year high school or its educational equivalent plus two years of training in an approved technical school in oils, watercolors, painting, design, black and white, layout, computer graphics, and other art media, and three years of acceptable full-time experience as a commercial or graphic artist.
- The ideal candidate must be prepared to submit digital portfolio showcasing graphic design skills.

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.

Hours/Shift

Monday-Friday; 9:00 a.m.- 5:00 p.m. or 10:00 a.m.- 6:00 p.m.

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.

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

ARESUME AND COVER LETTER ARE REQUIRED.  
PLEASE INDICATE IN YOUR COVER LETTER HOW YOU HEARD ABOUT THIS POSITION.  
INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED.  
NOTE: ONLY THOSE CANDIDATES UNDER CONSIDERATION WILL BE CONTACTED

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** 08/08/2024

**POST UNTIL** 08/28/2024

[Return to Previous Page](#)

[Switch to Internal View](#)

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