

**DISTRICT ATTORNEY KINGS COUNTY****Job Posting Notice**

Job ID	642522	# of Positions	1
Business Title	Media Services Aide		
Civil Service Title	COMMUNITY ASSISTANT		
Title Code No	56056	Level	00
Title Classification	Non-Competitive		
Proposed Salary Range	\$ 45,000.00 - \$ 45,000.00 (Annual)		
Work Location	350 Jay St, Brooklyn Ny		
Division/Work Unit	Multimedia Services Unit		

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Job Description

KCDA has an exciting opportunity to work as a Media Services Aide.

The Multimedia Services Unit provides technical support for all employees. This unit is operational from 7am - midnight, 7 days a week. The Multimedia Services Unit enhances cases by supporting video and audio evidentiary needs by processing digital evidence. Staff from the unit also produce videos for office events, social media and internal needs. Additionally, the unit supports with setting up and recording press conferences both on and off-site and provides technical support for town hall meetings and community-based trainings.

Under direct supervision, the Media Services Aide (MSA) performs the following tasks:

- The Media Services Aide (MSA) will staff the front desk, answer telephones, and keep accurate inventory of equipment and other items. The front desk is operational from 9am-5pm Monday-Friday.
- The MSA will receive work requests from ADA's and Paralegal's and ensure all pertinent information is recorded and communicated to Technicians. The MSA will log and track requests and maintain up-to-date files —this includes receiving and logging evidence when required and routing it to the assigned Technician. The MSA will ensure that interoffice correspondence is promptly routed to appropriate departments.
- The MSA will assist with intake and disbursement of equipment loaned to KCDA office staff daily.
- The MSA will assist MST's with maintaining records and custody of recorded material, video, audio, and photographic evidence library.
- The MSA will perform other related miscellaneous tasks whenever needed.

Preferred Skills

Should be proficient in Microsoft Office Suite (Word and PowerPoint and Excel), Windows OS, and data entry procedures required for daily activity.

Knowledge of video production and various codecs for processing digital evidence is a plus. Should have a valid NYS driver's license.

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.

POSTING DATE 08/05/2024

POST UNTIL 08/25/2024

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