



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

<b>Job ID</b>	644061	<b># of Positions</b>	1
<b>Business Title</b>	Security Staff		
<b>Civil Service Title</b>	COMMUNITY ASSISTANT		
<b>Title Code No</b>	56056	<b>Level</b>	00
<b>Title Classification</b>	Non-Competitive		
<b>Proposed Salary Range</b>	\$ 42,092.00 - \$ 42,092.00 (Annual)		
<b>Work Location</b>	350 Jay St, Brooklyn Ny		
<b>Division/Work Unit</b>	FRONT DESK SECURITY		

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[Return to Previous Page](#)

[Switch to Internal View](#)

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**Job Description**

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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 Security Staff.

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

- Patrols designated areas of assigned locations and surrounding areas to maintain order, preserve the peace, and safeguard life and property against fire, vandalism, theft, etc.
- Reports observed security and safety hazards and conditions, including, but not limited to, fire safety.
- Screens employees and visitors
- Operates and monitors security equipment. Reports any equipment needing repairs or maintenance.
- Gives routine information to visitors and clients and directs them to the proper individuals and offices.
- Discourages and ejects loiterers and disorderly persons.
- Responds to and reports emergency and security incidents and unusual occurrences and submits written reports.
- When needed, assists in implementing the Emergency Action Plan. Coordinates with Fire Safety Directors.
- As required, aids the sick, injured, mentally and physically disabled, and calls for emergency assistance, ambulance and/or medical attention when necessary.
- Attends, completes, and maintains State and Agency training requirements.
- Must be able and willing to work flexible hours.
- Perform other related duties as necessary.

**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.

**Hours/Shift**

Day shift - Monday to Friday 9.am. - 5p.m. or 10a.m. - 6p.m. The desired candidate can work some weekends as needed and is open to working overtime as needed and with notification.

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**To Apply**

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.

**ARESUME AND COVER LETTER ARE REQUIRED.**

**PLEASE INDICATE IN YOUR COVER LETTER HOW YOU HEARD ABOUT THIS POSITION.**

**INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED.**

**NO PHONE CALLS, FAXES, E-MAILS OR PERSONAL INQUIRIES PERMITTED.**

**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

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[Return to Previous Page](#)

[Switch to Internal View](#)

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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.**