DISTRICT ATTORNEY KINGS COUNTY
Job Posting Notice

Job Details

Job ID: 295034
# of Positions: 1

Business Title: Paralegal
Civil Service Title: COMMUNITY ASSOCIATE
Job Category: Administration & Human Resources, Legal Affairs

Proposed Salary Range: $41,036.00 - $41,036.00 (Annual)

Work Location: 350 Jay St, Brooklyn Ny

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 Paralegal in the Civil Rights Bureau. 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.

The Civil Rights Bureau investigates and prosecutes crimes committed by members of law enforcement against civilians. The Hate Crimes Unit within the bureau investigates and prosecutes crimes motivated by a victim’s race, religion, ethnicity, national origin, gender, sexual orientation, age, or disability.

Under direct supervision, with some latitude for independent initiative and judgment the Paralegal will:

• Prepare investigations and cases for trial and grand jury presentations by performing research, document retrieval and other data collections as well as keeping files in update status.
• Locate and notify witnesses, assure presence of police officers and witnesses for hearings/trial/grand jury presentation. Prepare correspondence to contact witnesses via mail or email, contact witnesses via telephone.
• Prepare subpoenas, orders to produce, material witnesses orders, special witness orders and other legal papers as needed.
• Deliver files and retrieve files from other locations (i.e. other bureau, court parts, file room).
• Order and retrieve police reports, court minutes, medical and other records and documents from appropriate agencies via mail, faxes, messengers and file room away.
• Gather data necessary for case presentation.
• Have an understanding of court and office procedures.
• Performs a variety of task within the zone when requested, such as helping to answer the telephone, delivering files within the office, covering the reception area when receptionist is out etc.

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.

Preferred Skills

1. A Bachelor’s degree (any discipline) or an Associate’s degree in criminal justice or paralegal studies; or, a certificate from an American Bar Association approved paralegal studies program.

Applicants who fulfill the following educational criteria is preferred:

Applicants should possess excellent verbal and written communication skills

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.

Residency Requirement

By law, all City employees must live in New York City within 90 days of appointment. However, City employees in certain jobs 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: 07/19/2017
POST UNTIL: 07/26/2017

The City of New York is an Equal Opportunity Employer.