

Job Description

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DISTRICT ATTORNEY KINGS COUNTY  
Job Posting Notice

Job Details					
Job ID:	281254	# of Positions:	1		
Business Title:	Investigative Paralegal				
Civil Service Title:	COMMUNITY ASSOCIATE	Title Code No:	56057	Level:	00
Title Classification:	Non-Competitive				
Job Category:	Legal Affairs				
Career Level:	Entry-Level	Proposed Salary Range:	\$ 35,683.00 - \$ 41,036.00 (Annual)		
Work Location:	350 Jay St, Brooklyn Ny				
Division/Work Unit:	Violent Crime Enterprises				

Job Description

The Kings County District Attorney's Office, located in the Metrotech area of Brooklyn, New York, is accepting applications for the position of Investigative Paralegal in the Investigations Division.

The Investigations Division is a group of bureaus and units that conduct the investigation and prosecution of specialized crimes that include: civil rights violations, frauds, vehicular crimes, organized crime, public corruption, and gang and narcotics activity.

The primary responsibility of the Investigative Paralegal will be to aid in and provide support in all aspects of long-term investigations in the Organized Crime and Racketeering Bureau and the Violent Criminal Enterprises Bureau within the Investigations Division.

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

- 1) Assisting Assistant District Attorneys with drafting pen register applications and supporting documentation for Eavesdropping Warrants.
- 2) Reviewing and transcribing wiretap conversations.
- 3) Utilizing the SYTECH system to analyze telephone records and run reports.
- 4) Preparing, issuing and tracking grand jury subpoenas to telephone companies, utility companies, and banks to further long-term investigations.
- 5) Reviewing and transcribing jailhouse communications.
- 6) Researching information on targets and preparing target folders.
- 7) Compiling data necessary to draft search warrants and to prepare for "take-downs."
- 8) Assembling and organizing evidence to be utilized for Grand Jury presentations and at trial.
- 9) Assisting in trial preparation for trials resulting from long-term investigations.

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

Applicants must possess the following:

- A Bachelor's degree in any discipline is preferred.
- Applicants should be detail-oriented and have the ability to prioritize and effectively handle multiple tasks while working under tight deadlines with minimal supervision.
- Excellent verbal and written communication skills.
- Assertive and tactful in dealing with the public.

Additional Information

The ideal candidate should demonstrate an interest in attending law school and would like practical experience to determine interest in pursuing a law career.

To Apply

Click the 'Apply Now' button.

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: 02/09/2017

POST UNTIL: 02/23/2017

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