

Job Description

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DISTRICT ATTORNEY KINGS COUNTY
Job Posting Notice

Job Details				
Job ID:	287496	# of Positions:	1	
Business Title:	Messenger			
Civil Service Title:	COMMUNITY ASSISTANT	Title Code No:	56056	Level: 00
Title Classification:	Non-Competitive			
Job Category:	Administration & Human Resources, Legal Affairs			
Career Level:	Entry-Level	Proposed Salary Range:	\$ 34,814.00 - \$ 34,814.00 (Annual)	
Work Location:	350 Jay St, Brooklyn Ny			
Division/Work Unit:	Appeals			

Job Description

The Kings County District Attorney's Office, located in the Metrotech area of Brooklyn, New York, is accepting applications for a Messenger position for its Appeals Bureau.

The Appeals Bureau is responsible for the litigation of the office's cases after conviction. That litigation includes responding to appeals filed by defendants in the Appellate Division, which is New York State's intermediate appellate court, and to the New York Court of Appeals, which is the State's highest court. The Appeals Bureau also prosecutes appeals by the District Attorney from certain adverse rulings by trial judges. The Appeals Bureau responds to defendants' habeas corpus petitions in federal district court and litigates appeals to the United States Court of Appeals for the Second Circuit. In addition, assistant district attorneys in the Appeals Bureau are often called upon to advise trial prosecutors regarding complex legal issues and to provide legal training to the office on a number of specialized topics.

Under direct supervision, with some latitude for independent initiative and judgment, an Appeals Messenger must deliver motions, briefs, and other legal documents to the various courts, other agencies, and attorneys. The messenger handles all requests for trial folders and transcripts, maintains the Appeals Bureau Transcript database, and provides backup support for other staff members in the Bureau.

Under direct supervision, with latitude for independent initiative and judgment, the Messenger picks up and delivers files and documents from various locations as requested by supervisors, Assistant District Attorneys and paralegals.

- Answer telephones in a courteous manner, assisting callers and/or directing them to the appropriate party.
- Assess the scheduled delivery process for each day, and double check with Manager and other front office staff for any last minute add-ons to the schedule of deliveries.
- Make all scheduled deliveries and pick-ups.
- Establish effective communication with court personnel and others to ensure information on filings is known and any changes
- Receive and process, within established Bureau guidelines and protocols, all requests related to trial folders and transcripts.
- Pick-up requested trial folders and/or transcripts from various locations and deliver to the requesting party. As well as return the files and/or transcripts back to the proper location.
- Track all missing trial folders and/or transcripts.
- Keep track of all submitted requests and provide feedback.
- Receive and process returned transcripts according to Bureau guidelines and protocols.
- Inform the manager(s) of any problem that arises.
- Assess the scheduled delivery process for each day, and double check with Manager and other front office staff for any last minute add-ons to the schedule of deliveries.
- Perform other related clerical and receptionist duties as assigned by supervisor/management.

This position requires that the candidate must be able to lift boxes /bins of files

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.

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

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: 04/21/2017

POST UNTIL: 05/01/2017

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