

Job Description

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Job Posting Notice**Job Details**

Job ID:	291374	# of Positions:	1	
Business Title:	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:	\$ 41,036.00 - \$ 41,036.00 (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, has an exciting opportunity to work as a Paralegal in the 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.

Appeals Bureau Paralegals carry their own workload of felony plea briefs, misdemeanor trial briefs, excessive sentence motions, and other miscellaneous motions.

An Appeals Paralegal must provide support for the Assistant District Attorneys in the bureau, which includes:

- Locating documents both in and outside the Office
- Processing various procedural orders, drafting other letters and documents that may require research or analysis
- Accessing information in the electronic databases of various courts and government agencies
- Responding to requests for exhibits from appellate attorneys and answering Freedom of Information Law requests not being handled by the ADAs or other Appeals Bureau Paralegals. This responsibility includes handling the reproduction of legal records and trial exhibits.

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

- Bachelor's Degree or an Associate's Degree and a paralegal certificate from an accredited program.
- The ability to perform legal research using source materials and Lexis is preferred, as is proficiency in MS Word and the KCDA databases.
- Applicants must be detail oriented and have the ability to prioritize and effectively handle multiple tasks while working under tight deadlines with minimal supervision.
- Excellent interpersonal and communication skills are essential.

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: 06/13/2017**POST UNTIL:** 06/26/2017[Apply Now](#)[Email to Friend](#)[Return to Previous Page](#)

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