

Job Description

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Job Posting Notice**Job Details**

Job ID:	286971	# of Positions:	3	
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:	120 Schermerhorn St Bklyn Ny			
Division/Work Unit:	ECAB			

Job Description

The Kings County District Attorney's Office, located in the Metrotech area of Brooklyn, New York, is accepting applications for a Paralegal position for its Early Case Assessment Bureau (ECAB).

The duties of this position include:

- Interview civilian and police witnesses and secure all necessary information and prepare a brief narrative.
- Draft accusatory instruments utilizing knowledge of the criminal justice system, penal law and other applicable statutes.
- Maintain a detailed log of cases recording the time that a case is received and subsequently completed.
- Complete all forms used in the preparation of case folders and review files to ensure that all paperwork is in order, and accurately prepare any missing documents.
- Provide assistance to arraignment personnel and to the Expeditor desk.
- Review supporting depositions and police paperwork for legal sufficiency and completeness.
- Provide telephone coverage as required.

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 who fulfill the following educational criteria is preferred:

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 should possess excellent verbal and written communication skills and will be required to provide a spontaneous writing sample. The ability to be assertive and tactful in dealing with police personnel and civilian crime victims is essential. Bi-lingual ability in Spanish is helpful.

Additional Information

The hours are 4:00 pm to 12:00 am

There are two "work weeks"

1. Sunday through Thursday (Friday and Saturday off)
2. Tuesday through Saturday (Sunday and Monday off)

This Bureau is operational every day of the year.

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: 04/21/2017

POST UNTIL: 05/04/2017

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