

Job Description

[Sign In](#) | [New User](#)[◀ Previous Job](#) [Next Job ▶](#)**DISTRICT ATTORNEY KINGS COUNTY**
Job Posting Notice**Job Details**

Job ID:	296162	# of Positions:	1	
Business Title:	Paralegal Supervisor			
Civil Service Title:	COMMUNITY COORDINATOR	Title Code No:	56058	Level: 00
Title Classification:	Non-Competitive			
Job Category:	Legal Affairs			
Career Level:	Experienced (non-manager)	Proposed Salary Range:	\$ 57,916.00 - \$ 57,916.00 (Annual)	
Work Location:	350 Jay St, Brooklyn Ny			
Division/Work Unit:	Trial Bureau I (RED ZONE)			

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 Supervisor in the Red Zone.

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.

Assistant district attorneys within each zone handle a full range of offenses from violations and misdemeanors to drug sales, assaults, burglaries, robberies, and attempted murder. They present felony cases to the Grand Jury for indictment and then prosecute those cases in Brooklyn's Supreme Court through disposition.

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

- Supervise, coordinate and monitor the activity of a Paralegal staff
- Engage in the preparation of a large, diverse felony and misdemeanor case load.
- Screen and assign tasks to staff and manage own case load.
- Administer training and orientation to new and existing staff on bureau and agency procedures. Interact with legal staff and other administrative personnel.
- Assign felony cases in case tracking and in Case Information Management System (CIMS).
- Assist with high priority assignments. Assist and maintains zone stats.
- Assist with other administrative tasks.

Minimum Qual Requirements

1. A baccalaureate degree from an accredited college and two years of experience in community work or community centered activities in an area related to the duties described above; or
2. High school graduation or equivalent and six years of experience in community work or community centered activities in an area related to the duties as described above; or
3. Education and/or experience which is equivalent to "1" or "2" above. However, all candidates must have at least one year of experience as described in "1" above.

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

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: 08/10/2017**POST UNTIL:** 08/18/2017[Return to Previous Page](#)

The City of New York is an Equal Opportunity Employer