

Job Description

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Job Posting Notice

Job Details

Job ID:	316840	# of Positions:	1
Business Title:	Paralegal	Title Code No:	56057 Level: 00
Civil Service Title:	COMMUNITY ASSOCIATE	Proposed Salary Range:	\$ 41,036.00 - \$ 41,036.00 (Annual)
Title Classification:	Non-Competitive		
Job Category:	Legal Affairs		
Career Level:	Entry-Level		
Work Location:	350 Jay St, Brooklyn Ny		
Division/Work Unit:	Trial Bureau III (GREY ZONE)		

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 Paralegal for it's Trail Bureau III (Grey 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.

Under general supervision, with latitude for independent initiative and judgment, the Paralegal prepares, organize and manage large and diverse misdemeanor and felony case load.

1. Work with Grey Zone Assistant District Attorneys to obtain legal and police documents, including but not limited to, paperwork from the New York City Police Department, Fire Department/EMS, Internal Affairs Bureau, Civilian Complaint Review Board as well as paperwork from the Office of the Chief Medical Examiner, Department of Motor Vehicles, Medical records and any other necessary paper work.
2. In connection with No. 1 listed above, occasionally travel to obtain documents and other items needed in connection with cases assigned to the ADA's within the Bureau.
3. Prepare or assist in the preparation of all requested legal paperwork including but not limited to subpoenas, material witness orders, request for Court Minutes, Orders of Protections, Program paperwork, rap sheets, forfeiture forms, etc.
4. When needed, assist the cluster part ADA/ADA's with the Calendar call in either Supreme Court or Criminal Court and prepare any and all necessary documentation needed for the call of the cases within these parts.
5. When needed, locate and assist with the retrieval of files as well as bring files to needed Court parts.
6. Perform research as required and demonstrate an understanding of basic legal processes and determine the needs of the cases assigned to the paralegal to work on. In addition, the Paralegal is required to select and utilize various procedures to accomplish assigned tasks and to devise new methods, where necessary to complete assigned duties.
7. Communicate with Assistant District Attorneys about any problems that may arise regarding subpoenaed documents, medical record request, court notification, and all other specific requests made by the Assistant District Attorneys.
8. Perform other related functions as assigned by supervisor and management

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

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: 12/20/2017

POST UNTIL: 01/04/2018

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