

Job Description

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DISTRICT ATTORNEY KINGS COUNTY Job Posting Notice

Job Details

Job ID:	317003	# 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 (A
Work Location:	350 Jay St, Brooklyn Ny		
Division/Work Unit:	Special Victims Bureau		

Job Description

The Kings County District Attorney's Office, located in the Metrotech area of Brooklyn, New York, has an exciting opportunity to work in the Special Victims Bureau as a Paralegal.

The Special Victims Bureau investigates and prosecutes all sexual assault cases, regardless of the age of the victim, and also investigates and prosecutes all incidents of child abuse involving children who are under 13 years of age at the time that the perpetrator is apprehended, including cases of physical abuse and child fatalities and homicides. With regards to assault cases, the bureau, in addition to investigating crimes reported directly to the police, also investigates reports that have been referred to the bureau by the State Central Register and the Special Commissioner of Investigation for the NYC School District, as well as reports originating from many other sources. With regards to cases involving child abuse victims, the bureau investigates the thousands of abuse and neglect reports made through the New York State central child abuse registry and it works closely with the Brooklyn Advocacy Center.

Under general supervision, with latitude for independent initiative and judgment, the preferred candidate will be responsible for the following:

- Receive Oral Report Transmittals (ORT's) from Administration for Children's Services.
- Conduct the initial and follow-up conferences with the assigned ACS case worker, medical, social services and Department of Education personnel.
- Refer investigations to the NYPD following consultation with the assigned attorney.
- Schedule and interview all parties involved to ascertain necessary information to pursue the investigation.
- Subpoena police and medical reports and other relevant documentation necessary for the complete investigation of a case.
- Act as a liaison between ACS and NYPD in order to ascertain the status and ultimate findings of police investigations involving suspected child abuse.
- Maintain records of all assigned investigations.

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 should be detail oriented and have the ability to prioritize and effectively handle multiple tasks while working under tight deadlines with minimal supervision. Also, applicants should possess excellent verbal and written communication skills. Experience liaising with professionals from other law enforcement organizations is preferred.

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 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 hiring representative at the time of interview.

POSTING DATE: 12/23/2017

POST UNTIL: 01/01/2018

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