

## Job Description

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Job Posting Notice

## Job Details

Job ID:	314838	# of Positions:	1
Business Title:	Secretary		
Civil Service Title:	COMMUNITY ASSISTANT	Title Code No:	56056   Level: 00
Title Classification:	Non-Competitive		
Job Category:	Legal Affairs		
Career Level:	Entry-Level	Proposed Salary Range:	\$ 34,814.00 - \$ 34,814.00 (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 in the Appeals Bureau as a Secretary. 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.

The selected candidate under the direction of a Deputy Chief and Office Manager is responsible for, but not limited to the following duties:

1. Organizing and preparing legal documents to ready them for filing in court and service upon attorneys and defendant. This includes:

a) Typing legal backs and affidavits of service as well as envelopes, mailing labels, and forms for overnight mail.

b) Making entries on the corresponding appeals cart to reflect the briefs and motions and other legal documents that were delivered on that day.

c) Making sure that the clerk responsible for entering the information regarding these documents into the Appeals Bureau Tracking System (ABTS) has all of the materials necessary for making those entries.

d) Preparing short-form motion answers for filing in the Appellate Division opposing leave to appeal to the Appellate Division from the denial of motions to vacate judgment for signature by the assigned attorney.

e) Reviewing the incoming mail to the bureau, documenting the mail, and routing that mail to the appropriate person in the Appeals Bureau. Answering telephones.

f) Backing up the work of other members of the front office staff when they are out of the office.

**Minimum Qual Requirements**

1. There are no formal education or experience requirements for this position. However, the ability to understand and carry out simple instructions is required.

2. Candidates must be able to understand and be understood in English.

**Preferred Skills**

1) Familiarity with case tracking, CIMS, Office of Court Administration (OCA) is a plus.

2) Applicants must possess excellent interpersonal, verbal and written communications skills and a proficiency in MS Word, Outlook, Excel, PowerPoint, Access, Lexis-Nexis and internet research is essential.

3) Organizational, time-management and multi-tasking skills, including the ability to take initiative, prioritize duties, and work both independently and within a team environment is a plus.

4) Strong attention to detail is essential.

**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: 12/07/2017

POST UNTIL: 12/15/2017

   
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