

## Job Description

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**DISTRICT ATTORNEY KINGS COUNTY**  
**Job Posting Notice**
**Job Details**

<b>Job ID:</b>	345487	<b># of Positions:</b>	1
<b>Business Title:</b>	Paralegal	<b>Title Code No:</b>	56057 <b>Level:</b> 00
<b>Civil Service Title:</b>	COMMUNITY ASSOCIATE	<b>Title Classification:</b>	Non-Competitive
<b>Job Category:</b>	Legal Affairs	<b>Proposed Salary Range:</b>	\$ 41,036.00 - \$ 41,036.00 (Annual)
<b>Career Level:</b>	Experienced (non-manager)	<b>Work Location:</b>	350 Jay St, Brooklyn Ny
<b>Division/Work Unit:</b>	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 as a Paralegal in the Special Victims Bureau. 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 harm to 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. Assistant district attorneys in the bureau are trained in dealing with these especially vulnerable victims, and the bureau works closely with the office's Victim Services Unit.

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

- Prepare investigations and cases (felonies and misdemeanors) for trial and grand jury presentations by performing research, document retrieval and other data collections as well as keeping files in update status.
- Locate and notify witnesses, assures presence of police officers and witnesses for hearings/trial/grand jury presentation. Prepare correspondence to contact witnesses via mail or email, contact witnesses via telephone.
- Prepare subpoenas, orders to produce, material witnesses orders, special witness orders and other legal papers as needed.
- Deliver files and retrieves files from other locations ( i.e. other bureau , court parts , file room ).
- Order and retrieve police reports, court minutes, medical and other records and documents from appropriate agencies via mail, faxes, messengers and files them away.
- Gather data necessary for case presentation.
- Have an understanding of court and office procedures.
- Perform a variety of task within the zone when requested, such as helping to answer the telephone, delivering files within the office, covering the reception area when receptionist is out etc.

**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**

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.

An understanding of court and office procedures

\*\*Applicants should possess excellent verbal and written communication skills\*\*

**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:** 05/08/2018

**POST UNTIL:** 05/17/2018


[Return to Previous Page](#)

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