

Job Description

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DISTRICT ATTORNEY KINGS COUNTY Job Posting Notice

Job Details

Job ID:	386927	# of Positions:	1
Business Title:	Investigative Paralegal	Title Code No:	56057 Level: 00
Civil Service Title:	COMMUNITY ASSOCIATE	Title Classification:	Non-Competitive
Job Category:	Legal Affairs, Policy, Research & Analysis	Proposed Salary Range:	\$ 42,799.00 - \$ 42,799.00 (Annual)
Career Level:	Experienced (non-manager)	Work Location:	350 Jay St, Brooklyn Ny
Division/Work Unit:	Investigations		

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 Investigative Paralegal in the Investigations Division.

The Investigations Division is a group of bureaus and units that conduct the investigation and prosecution of specialized crimes that include: frauds, organized crime and public corruption.

The primary responsibility of the Investigative Paralegal will be to aid in and provide support in all aspects of long-term investigations in the Organized Crime and Racketeering Bureau and the Frauds Bureau and the Public Integrity Bureau within the Investigations Division.

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

- Draft and monitor compliance of grand jury subpoenas for records.
- Research information pertaining to targets and preparing target folders.
- Compile data necessary to draft search warrants and prepare for "take downs".
- Schedule witnesses and potential witnesses for appearing at the grand jury.
- Assemble and organize evidence to be used for grand jury presentations.
- Assist in long-term investigations involving eavesdropping warrant.
- Assist prosecutors in drafting applications for pen register & in drafting supporting documentation for wiretap applications.
- Reviewing and transcribing conversations and texts intercepted from eavesdropping warrants.
- Use the SYTECH system to analyze telephone records and run reports.
- Draft trial subpoenas for witnesses to appear and subpoenas for the production of records.
- Monitor compliance with trial subpoenas.
- Reviewing and transcribing jailhouse communications.
- Scheduling appointments with witnesses and potential witnesses for trial preparation and assisting with these interviews.
- Preparing exhibits for trial.
- Assis prosecutors while they are on trial, e.g. scheduling witnesses and assisting in presenting exhibits.

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 must possess the following:

- A Bachelor's degree in any discipline is preferred.
- Applicants should be detail-oriented and have the ability to prioritize and effectively handle multiple tasks while working under tight deadlines with minimal supervision.
- Excellent verbal and written communication skills.
- Assertive and tactful in dealing with the public.

Additional Information

The ideal candidate should demonstrate an interest in attending law school and would like practical experience to determine interest in pursuing a law career.

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: 03/13/2019

POST UNTIL: 03/20/2019

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