

Job Description

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DISTRICT ATTORNEY KINGS COUNTY Job Posting Notice

Job Details

Job ID:	391390	# of Positions:	1
Business Title:	Paralegal Specialist	Title Code No:	56057 Level: 00
Civil Service Title:	COMMUNITY ASSOCIATE	Proposed Salary Range:	\$ 48,000.00 - \$ 54,000.00 (Annual)
Title Classification:	Non-Competitive		
Job Category:	Legal Affairs		
Career Level:	Entry-Level		
Work Location:	350 Jay St, Brooklyn Ny		
Division/Work Unit:	Law Enforcement Accountability		

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 Law Enforcement Accountability Bureau as a Paralegal Specialist.

The Law Enforcement Accountability Bureau was created as part of District Attorney Eric Gonzalez's Justice 2020 Action Plan to oversee the prosecution of criminal misconduct by law enforcement officials and to insure the necessary disclosures are made to criminal defendants of past incidents of deceitful misconduct committed by the law enforcement officials who testify against them.

Under direct supervision, with some latitude for independent initiative and judgement, the preferred candidate will be responsible for the following:

- Perform research, document retrieval, and other data collections regarding incidents of alleged misconduct committed by law enforcement officials.
- Order and retrieve police reports, court minutes, grand jury minutes, medical and other records and documents from appropriate agencies.
- Review documents for accuracy and conformity with existing laws and policies.
- Organize and maintain records and databases of the information gathered through data collection efforts.
- Utilize the office case tracking system and CIMS to locate, monitor, or status cases.
- Liaise with various criminal justice agencies and other organizations to procure evidentiary documents.
- Neatly and accurately complete forms.
- Perform a variety of tasks 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.
- Perform other related duties as necessary.

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

- Excellent 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.
- Proficiency with computers and open to learning new skills, including using public records, law enforcement databases and social media to conduct research.
- Familiarity and prior use of the PACER Case Locator national index is a plus.
- A minimum of one-year work experience, preferably with a law enforcement agency or using the skills described above; and a baccalaureate degree from an accredited college is also preferred.
- Excellent communication skills and writing skills.
- Strong attention to detail is essential.
- Proficient in Microsoft office (Word, Excel).

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: 04/19/2019

POST UNTIL: 04/29/2019

Apply Now

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