

Job Description

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DISTRICT ATTORNEY KINGS COUNTY Job Posting Notice

Job Details

Job ID:	392342	# of Positions:	1	
Business Title:	Paralegal	Title Code No:	56057	Level: 00
Civil Service Title:	COMMUNITY ASSOCIATE	Proposed Salary Range:	\$ 42,799.00 - \$ 42,799.00 (Annual)	
Title Classification:	Non-Competitive			
Job Category:	Legal Affairs			
Career Level:	Entry-Level			
Work Location:	350 Jay St, Brooklyn Ny			
Division/Work Unit:	Conviction Review Unit			

Job Description

The Kings County District Attorney's Office, located in the Mертrotech area of Brooklyn, New York, is accepting applications for the position of Paralegal to work in its Parole and Clemency Unit.

The Parole and Clemency Unit is charged with directing the Office's participation in parole proceedings for incarcerated individuals through the analysis of individual cases and the development of policy positions that apply across various categories of cases. For too long, District Attorneys across the country have automatically and reflexively opposed release when individuals become eligible for parole. The Parole and Clemency Unit will stop this practice in our office and engage more substantively in parole proceedings.

The Unit will:

- Carefully assess cases that ended in a guilty plea with an eye towards recommending release to parole at the earliest possible date, commensurate with concerns about fairness and public safety, and subject to an individual's record in prison.
- Carefully assess cases in which young offenders (defined as age 24 or younger at the time of the offense) were sentenced to an indeterminate life sentence, focusing on the special considerations that must go into their parole determinations so that there can be a meaningful inquiry into whether they have matured into appropriate candidates for release.
- Establish partnerships with outside organizations that can identify and bring to the Unit's attention defendants whose cases for parole merit a closer look.
- The Unit will train and guide Assistant District Attorneys throughout the Office on their parole recommendations.
- The Unit will also advise the Office on what position to take on mass supervision contributors such as probation and post-release supervision.
- The Parole and Clemency Unit will also serve as the principal contact with the Governor's Office and advise him on applications for clemency.

Under general supervision, with latitude for independent initiative and judgment and decision the prospective candidate will perform the following duties:

- Analyze data on custodial sentences and provide appropriate summaries to Unit supervisors.
- Act as liaison with Department of Corrections (DOC) staff, Board of Parole staff, and the Community Re-entry and Reintegration Council from the Governor's Office. Draft and track correspondence and follow up with these agencies and any others that have been contacted.
- Locate and communicate with witnesses as necessary.
- Work collaboratively with all KCDA staff to provide support in all stages of the investigative and review process for parole and/or clemency applications by utilizing all available investigative resources.
- Review, manage and organize all paperwork and case files pertaining to all pending parole and/or clemency requests.
- Promptly request all required document.
- Promptly and accurately draft all required legal documents (i.e., Orders to Produce, Take-out Orders, Subpoenas, etc.).
- Keep track of all parole letter requests and maintain an up-to-date and accurate database of all parole letters received, replied to and forwarded to the appropriate correctional facilities.
- Immediately communicate with supervisors and ADAs about any delays or problems arising from late responses by KCDA staff to requests of this Office from the Board of Parole.
- Retrieve information and files from court.
- Effectively utilize the office case tracking system, CIMS, case monitor, OCA and the court registry system and E-Justice system.
- Answer Unit telephones promptly in a courteous manner, providing assistance when able to or direct caller to the appropriate party.
- Assist other Unit staff as needed with routine clerical tasks, including but not limited to faxing, copying and filing.
- Provide backup, when called upon, in all other areas of the Unit.

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

- Candidates must be adaptable, organized, comfortable working with data, and possess effective communicators experience working with outside agencies.
- Applicants must possess excellent interpersonal, verbal and written communications skills and a proficiency in MS Word, Outlook, Excel, and PowerPoint.
- 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.
- Strong attention to detail is essential.

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: 04/26/2019

POST UNTIL: 05/06/2019

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