

Job Description

[◀ Previous Job](#)
[Next Job ▶](#)


DISTRICT ATTORNEY KINGS COUNTY Job Posting Notice

Job Details

Job ID:	396725	# 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:	Experienced (non-manager)		
Work Location:	350 Jay St, Brooklyn Ny		
Division/Work Unit:	School Advocacy 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 School Advocacy Bureau.

The School Advocacy Bureau (SAB) was established in 1997 with the specific aim of providing special attention to one of the most at risk communities in Brooklyn: students. Its goal is to establish and maintain a safe educational environment by creating better and open lines of communication between educators, students and law enforcement. By achieving this goal, school law enforcement agents become involved earlier in criminal investigations thus relieving the school administrators from this burden and allowing them to focus on their primary role as educators. This approach has also greatly improved the prosecution of cases by making sure all legal protocols are followed and maintained.

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

- Responsible for preparing felony and misdemeanor files for trial and ordering all necessary paperwork.
- Prepare notifications for POs, contact DOE personnel for paperwork and school videos and follow up on requested material.
- Orders and subpoenas all paperwork necessary to meet Grand Jury 180.80 obligations.
- Train and assists interns in case file preparation for trial.
- Responsible for covering the bureau's main telephone line when the secretary is unavailable.
- Serve and files documents in court, and goes to court to have subpoenas signed.
- Retrieve files from the different bureaus or other agencies.
- Assign Grand Jury numbers to Grand Jury cases.
- Assist the Bureau Chief in preparing master charts and files of all the schools and precincts in Brooklyn, and works on special projects for the bureau.
- Assist in various tasks as needed for the bureau, other related duties and miscellaneous tasks.
- Have the responsibility of managing the Part 5 court calendar.
- Work with outside agencies and requires numerous reports to be generated, coordinated and distributed to the assigned ADA's throughout the office.
- Review the report to highlight pertinent information that the part ADA should know during the calendar calls.
- Assist the Part ADA in preparing the files and issuing the Orders of Protection.
- Maintain constant communication with the supervisors and ADA's of other bureaus when the case is called and as issues arise during the calendar calls.
- Prepare the results of calendar calls and makes sure the information is given to our office clerks so that Case Tracking is properly updated as to the status of each case.

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.
- Excellent communication skills and writing skills.
- 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: 06/05/2019

POST UNTIL: 06/12/2019

[Apply Now](#)
[Email to Friend](#)