

Job Description

◀ Previous Job Next Job ▶



DISTRICT ATTORNEY KINGS COUNTY Job Posting Notice

Job Details

Job ID:	396759	# of Positions:	1
Business Title:	Paralegal		
Civil Service Title:	COMMUNITY ASSOCIATE	Title Code No:	56057 Level: 00
Title Classification:	Non-Competitive		
Job Category:	Legal Affairs		
Career Level:	Experienced (non-manager)	Proposed Salary Range:	\$ 42,799.00 - \$ 42,799.00 (Annual)
Work Location:	350 Jay St, Brooklyn Ny		
Division/Work Unit:	Special Victims Bureau		

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 Paralegal for it's 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. With regards to sexual assault cases, the bureau, in addition to investigating crimes reported directly to the police, also investigates reports that have been referred to the bureau by the State Central Registry and the Special Commissioner of Investigation for the NYC School District, as well as reports originating from many other sources. With regards to cases involving child victims, the bureau investigates the thousands of abuse and neglect reports made through the New York State central child abuse registry and it works closely with the Brooklyn Child Advocacy Center.

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

- Prepare cases for trial by doing legal and other research and information gathering.
- Gather and enter data necessary for case presentation is on a case data sheet.
- Perform research and demonstrate it in an understanding of the basic legal process and needs of the case.
- Have the ability to select and utilize various procedures to accomplish assigned tasks and to devise new methods where necessary is demonstrated.
- Obtain information and documents through visits to courts and governmental agencies.
- Obtain information from police and court records: analyze, evaluate and assemble information for court presentation.
- Prepare legal papers; Subpoenas, subpoenas duces tecum, orders to produce, etc. Locate and interview witnesses. Assure presence of police officers and witnesses for trial preparation and for trial.
- Assure witnesses are produced in a timely fashion by means of correspondence, telephone contacts, material witness orders or field team requests to Detective Investigators.
- Assure witnesses are interviewed courteously and thoroughly in order to obtain necessary information.

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

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: 06/07/2019

POST UNTIL: 06/14/2019

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