

City of New York
DISTRICT ATTORNEY KINGS COUNTY
Citywide Job Posting Notice

Civil Service Title: Community Associate	Level: 00
Title Code No: 56057	Salary: \$44,083 (Annual)
Title Classification: Non-Competitive	
Business Title: Paralegal	Work Location: 120 Schermerhorn Street, Brooklyn, NY
Division/Work Unit: Early Case Assessment Bureau	Number of Positions: 6
Job ID: 569505	Hours/Shift: 8:00 A.M. – 4:00 P.M. or 4:00 P.M. – 12:00 A.M. Sunday through Thursday (Friday & Saturday off) Tuesday through Saturday (Sunday & Monday off) ** This Bureau is Operational 7 days a week **

Job Description

The Kings County District Attorney's Office (KCDA) is one of the largest prosecutors' offices in the country and is committed to developing and implementing innovative prosecutorial strategies that will fulfill our vision of keeping Brooklyn safe while at the same time ensuring fairness and justice for all. KCDA has an exciting opportunity to work as a Paralegal with Early Case Assessment Bureau (ECAB)

The Early Case Assessment Bureau (ECAB) screens all arrests that occur in Brooklyn, determining whether a prosecution will be declined or will go forward and if the latter, what charges will be brought. ECAB staff members interview police officers and, in some instances, victims and witnesses. The bureau drafts the charging document (i.e., the complaint) upon which the defendant will initially be arraigned and prepares supporting documents and notices to be submitted in court. Assistant District Attorneys in the bureau also staff and supervise prosecutors in the arraignment court parts in Brooklyn's Criminal Court.

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

- Interview civilian and police witnesses and secure all necessary information and prepare a brief narrative.
- Draft accusatory instruments utilizing knowledge of the criminal justice system, penal law and other applicable status.
- Maintain a detailed log of cases recording the time that a case is received and subsequently completed.
- Complete all forms used in the preparation of case folders and review files to ensure that paperwork is in order, and accurately prepare any missing documents.
- Provide assistance to arraignment personnel and to the Expeditor desk.
- Review supporting depositions and police paperwork for legal sufficiency and completeness.
- Provide telephone coverage as required.

Minimum 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.

Additional Information

Candidates must meet the additional requirements:

- A baccalaureate degree from an accredited college or;
- An associate degree and two to four years of full-time satisfactory work experience in the performance of paralegal (legal assistant) services; or
- A Paralegal Certification from a program approved by the American Bar Association.

Employees of the City of New York may be eligible for federal loan forgiveness programs and state repayment assistance programs. The federal government provides student loan forgiveness through its Public Service Loan Forgiveness Program (PSLF) to all qualifying public service employees.

Please visit the Public Service Loan Forgiveness Program site to view the eligibility requirements: <https://studentaid.ed.gov/sa/repay-loans/forgiveness-cancellation/public-service>

Preferred Skills

- Able to work independently, be assertive, highly organized, detailed-oriented.
- Proficient in Microsoft Office (Word, Excel, PowerPoint, Outlook, etc.)
- Ability to Multi-task and exercise sound judgment.
- Strong attention to detail is essential.
- Applicants should possess excellent verbal and written communication skills and will be required to provide a spontaneous writing sample.
- The ability to be assertive and tactful in dealing with police personnel and civilian crime victims is essential.
- Organizational, time-management, including the ability to take initiative, prioritize duties and work both independently and within a team environment is a plus.
- ****Bi-lingual ability in Spanish is helpful. ****

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.

To Apply

We appreciate the interest and thank all applicants who apply, but only those candidates under consideration will be contacted.

For Non-City/External Candidates: Visit the [External Applicant NYC Careers site](#) and type "DA - Brooklyn" on the search line. Then locate the Job ID number. For Current City Employees: Visit Employee Self Service (ESS) to view and click on Recruiting Activities, Careers, and search by Job ID number.

Posting Date: 02/22/2023	Post Until: 03/26/2023
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The City of New York/Kings County District Attorney's Office is an Equal Opportunity Employer