



## DISTRICT ATTORNEY KINGS COUNTY

## Job Posting Notice

<b>Job ID</b>	539704	<b># of Positions</b>	1
<b>Business Title</b>	Paralegal Specialist		
<b>Civil Service Title</b>	COMMUNITY ASSOCIATE		
<b>Title Code No</b>	56057	<b>Level</b>	00
<b>Title Classification</b>	Non-Competitive		
<b>Proposed Salary Range</b>	\$ 55,000.00 - \$ 55,000.00 (Annual)		
<b>Work Location</b>	350 Jay St, Brooklyn Ny		
<b>Division/Work Unit</b>	Mental Health Court		

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### 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 Specialist.

The Mental Health Court Unit, in conjunction with the staff of the Brooklyn Mental Health Court, identifies and screens for diversion into the treatment of certain qualified offenders who have been diagnosed with a severe and persistent mental illness. The defendants' treatment progress is carefully monitored to ensure public safety. In addition, the Unit, working with the clinical staff of a non-profit agency, also screens and diverts into treatment offenders who, while having a mental condition, including an intellectual disability, are not otherwise eligible for diversion through the Mental Health Court program. Assistant District Attorneys in the Unit also handle all proceedings associated with defendants who have been found unfit to proceed in court regarding the criminal charges against them or have been found not responsible by reason of mental disease or defect for their criminal offenses. These proceedings take place not only in a special court part of the Brooklyn Supreme Court, but also at secure facilities such as Mid-Hudson Forensic Psychiatric Center, Kirby Forensic Psychiatric Center, and South Beach Psychiatric Center.

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

- Upload all documentation received daily into unit's G-Drive in respective folders, documents such as CPL 730 reports and orders, 730 retention application and orders, CPL 330.20 reports, applications, and orders.
- Create, organize, and maintain files in Access Database regarding all mental health matters.
- Email all incoming CPL 730 and CPL 330.20 reports to assigned ADA's and Paralegals.
- Assist KCDA staff regarding all CPL 730, CPL 330.20, and Mental Health Court inquiries.
- Prepare orders for judges' signature, including but not limited to orders to produce, writs and material witness orders.
- Establish and maintain working relationships with all State Psychiatric Hospitals, Court representatives, and Law Enforcement partners.
- Assist ADA's with trials and appeals that CPL 330.20 and CPL 730 occasionally generate.
- Run background checks E-Justice (i.e., rap sheets) for defendants graduating or who may have been re-arrested.
- Provide timely information to psychiatric hospitals on new NGRI (Not Guilty by Reason of Insanity)

cases.

- Prepare the Special XI calendar weekly and inform assigned ADA's on the status of their cases at the conclusion of each calendar call.
- Coordinate with the Fiscal Bureau for prompt billing and payment of Expert Witness fees.
- Draft Superior Court Information documentation for mental health court cases (MD1)

**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 interpersonal, verbal and written communication skills, organizational, time-management, and multi-tasking skills, take initiative, prioritize duties, and work both independently and within a team environment is a plus.
- Ability to work independently, be assertive, highly organized, detail oriented.
- Proficiency in Microsoft Office, including the ability to use macros to create forms and excel sheets.
- Proficiency in Adobe Acrobat and the ability to create forms
- Proficiency in internal applications including case management
- Certification from any computer programming or Microsoft Office preferred.

**Additional Information**

Candidates must meet the additional requirements:

- A baccalaureate degree from an accredited college or.
- A Paralegal Certification from a program approved by the American Bar Association.
- At least two years as a paralegal (legal assistant), including experience assisting ADAs in trial and case preparation
- Proficiency in internal applications including case management

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>

**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.

For Current City Employees: Visit Employee Self Service (ESS) to view and click on Recruiting Activities, Careers, and search by Job ID number.

**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**

**POST UNTIL**

Until Filled