



## DISTRICT ATTORNEY KINGS COUNTY

### Job Posting Notice

|                              |                                      |                       |    |
|------------------------------|--------------------------------------|-----------------------|----|
| <b>Job ID</b>                | 629141                               | <b># of Positions</b> | 1  |
| <b>Business Title</b>        | Paralegal                            |                       |    |
| <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> | \$ 48,170.00 - \$ 48,170.00 (Annual) |                       |    |
| <b>Work Location</b>         | 120 Schermerhorn St Bklyn Ny         |                       |    |
| <b>Division/Work Unit</b>    | BUREAU OF LITIGATION TECHNOLOG       |                       |    |

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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.

In light of the sweeping discovery reforms in New York State, our Assistant District Attorneys need more support in preparing their criminal cases. All of our cases involve fairly voluminous discovery, such as police reports, body camera footage, 911 calls, forensic files, security surveillance videos, and more. It is critical to our mission that our prosecutors obtain all the necessary discovery and securely share the required information with the defense. New hires will assist with these important duties, and in doing so, will gain exposure to virtually every aspect of a criminal case.

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

- Prepare legal documents such as subpoenas, orders to produce, unsealing orders, material witness orders, and other documents.
- Serve and files legal documents to the supreme and criminal court.
- Act as a liaison with court staff.
- 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.
- Review supporting depositions and police paperwork for legal sufficiency and completeness.
- Perform other related duties as needed.

### Preferred Skills

- Able to work independently, be assertive, highly organized, and 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.

#### 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.

#### Hours/Shift

Night Shift: 4:00 P.M. – 12:00 A.M.

\*\* This Bureau is Operational 7 days a week \*\*

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>

### 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.

### 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 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.

### 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** 04/29/2024

**POST UNTIL** 05/19/2024

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