



## DISTRICT ATTORNEY KINGS COUNTY

### Job Posting Notice

<b>Job ID</b>	636057	<b># of Positions</b>	1
<b>Business Title</b>	Paralegal (Office Wide)		
<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>	350 Jay St, Brooklyn Ny		
<b>Division/Work Unit</b>	Homicide Bureau		

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#### Job Description

The Kings County District Attorney's Office (KCDA) is one of the largest prosecutor's 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 it's Homicide Bureau.

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

- Prepare cases for trial and grand jury presentation by performing research, document retrieval and other data collections as well as keeping files updated.
- Obtain all the necessary legal documents, NYPD paperwork, Grand Jury minutes, medical records, death certificate, autopsy records and all other paperwork ordered and retrieved from the appropriate agencies via mail, faxes, messengers, or site visits and filed promptly within specified timeframes.
- Deliver and retrieve information and /or documents by visiting courts, government agencies and other organizations.
- Prepare Subpoenas, Orders to Produce, Writs, Unsealing Orders, Material Witness Orders and other document.
- Contacts witnesses and notify police officer(s) for the purpose of a Grand Jury presentation, trial prep and/or trial appearance.
- All legal papers and/or other documents are submitted or forwarded to appropriate courts, agencies or organizations within prescribed timeframes and by using approval methods and resources.
- Serves and files legal documents to Supreme Court and Criminal Court.

#### Preferred Skills

- Strong attention to detail is essential.
- Applicants must possess excellent interpersonal, verbal and written communications skills and a proficiency in MS Word, Outlook, Excel, Access, Lexis-Nexis and internet research is essential.
- Effectively utilizes the office case tracking system, CIMS, case monitor, and OCA.
- 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.

#### 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>

Hours/Shift

Day Shift 9.am. - 5p.m. or 10a.m. - 6p.m.

### 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**

**POST UNTIL** Until Filled

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