



DISTRICT ATTORNEY KINGS COUNTY

Job Posting Notice

Job ID	634956	# of Positions	2
Business Title	Paralegal		
Civil Service Title	COMMUNITY ASSOCIATE		
Title Code No	56057	Level	00
Title Classification	Non-Competitive		
Proposed Salary Range	\$ 48,170.00 - \$ 48,170.00 (Annual)		
Work Location	350 Jay St, Brooklyn Ny		
Division/Work Unit	Special Victims Bureau		

[Return to Previous Page](#)
[Switch to Internal View](#)

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 Special Victim 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 collection.
 - 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.
 - Keep files updated by ensuring that discovery is obtained and organized on an ongoing basis.
 - 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 documents.
 - Contact witnesses and notify police officer(s) for the purpose of a Grand Jury presentation, trial prep, and/or trial appearance.
 - Liaise with the ADAs, witnesses, and detective investigators to coordinate Requests for Investigation, travel arrangements, and expenses.
 - Ensure that 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 required.
 - Ability to utilize discretion and maintain confidentiality on casework is essential.
 - Applicants must possess excellent interpersonal, verbal, and written communication skills and proficiency in MS Word, Outlook, Excel, Access, Lexis-Nexis and internet research is essential.
 - Effectively utilizes the office case management system, E-Justice portal, 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 are 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.

Public Svc Loan Forgiveness

As a prospective employee of the City of New York, you may be eligible for federal loan forgiveness programs and state repayment assistance programs. For more information, please visit the U.S. Department of Education's website at <https://studentaid.gov/pslf/>.

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 05/07/2024

POST UNTIL 05/27/2024

[Return to Previous Page](#)

[Switch to Internal View](#)

The City of New York is an inclusive equal opportunity employer committed to recruiting and retaining a diverse workforce and providing a work environment that is free from discrimination and harassment based upon any legally protected status or protected characteristic, including but not limited to an individual's sex, race, color, ethnicity, national origin, age, religion, disability, sexual orientation, veteran status, gender identity, or pregnancy.