



## DISTRICT ATTORNEY KINGS COUNTY Job Posting Notice

<b>Job ID</b>	634340	<b># of Positions</b>	2
<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>	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 Specialist.

We continue to advocate for common sense refinements to the law and additional resources and we are constantly hiring new staff to improve the situation. BOLT (Bureau of Litigation Technology) will be responsible for studying our current discovery practice and process, creating new processes and workflows to leverage new staff and technology to assume large parts of the discovery burden, and coordinating with the line staff to complete the discovery task promptly.

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

- Initiates Discovery requests.
- Receive, review, and assess the contents of files.
- Confers with the ADA/paralegal and identifies necessary documents that need to be obtained from the Police Department or any other agency.
- Promptly orders 911s.
- Request memo books, and BWC for all officers.
- Prepares requests for missing essential discovery (i.e., vouchers, DD 5s).
- Will act as the liaison with our BWC unit to obtain any missing video.
- Makes any needed redactions as requested by ADA.
- Will tag and sort documents in the file management program.
- Create inventory list and witness list as requested by ADA.
- Creates an Excel spreadsheet to track all requests.

### Additional Information

- Candidates must meet the additional requirements:
- At least two years as a paralegal/legal assistant, including experience assisting ADAs in trials and case preparation.
- 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.
- At least two years as a paralegal/legal assistant, including experience assisting ADAs in trials and case preparation.
- Proficiency in internal applications including case management.

### Preferred Skills

- Ability to work independently, be assertive, highly organized, and detail-oriented.
- Ability to multi-task and exercise sound judgment.

- Excellent interpersonal, verbal, and written communication skills.
- Proficiency in Microsoft Office, Adobe and the ability to create forms and Excel sheets.
- 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>

**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 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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