



**DISTRICT ATTORNEY KINGS COUNTY**  
**Job Posting Notice**

<b>Job ID</b>	710858	<b># of Positions</b>	3
<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>	\$ 49,615.00 - \$ 49,615.00 (Annual)		
<b>Work Location</b>	350 Jay St, Brooklyn Ny		
<b>Division/Work Unit</b>	Crime Strategies		

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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.

Considering the sweeping discovery reforms in New York State and the increased spotlight on the retail theft recidivism impacting local retailers, our Assistant District Attorneys need more support in preparing these Criminal Cases. Its is critical to our mission that our prosecutors obtain all the necessary discovery and securely shares the required information with the defense. New hires will assist with these cases, while helping to reduce retail theft recidivism across the borough.

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

- Receive, review, and assess the contents of felony and misdemeanor case files, involving or related to retail theft and retail recidivists.
- Identify outstanding documents from officers, detectives, and specialized unit of the Police Department.
- Request missing discovery such as detective follow-ups, property vouchers, body-worn camera footage, 911 recordings, officer activity logs, and interview recordings.
- Maintain a detailed log of discovery ordered and received. Send follow-up requests for outstanding discovery.
- 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.
- Redact sensitive and personal information upon request.
- Upload received discovery into case management.
- Communication with ADAs in the Crime Strategies Unit (CSU) unit, while working with the Bureau of Litigation Technology (BOLT) on discovery issues.
- Perform other related duties as needed.

**Preferred Skills**

- Strong attention to detail is essential.
- 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 Office (Word, Outlook, Excel, PowerPoint, Outlook etc).
- Organizational, time-management, and multi-tasking skills, including taking the initiative, prioritizing duties, and working independently and within a team environment are a plus.

•\*\*Bi-lingual ability in Spanish 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**

Day Shift 9:00 a.m. - 5:00 p.m. (Monday-Friday)

**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.

**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** 04/11/2025**POST UNTIL** 05/01/2025[Return to Previous Page](#)[Switch to Internal View](#)

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