



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

<b>Job ID</b>	711216	<b># of Positions</b>	3
<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>	\$ 49,615.00 - \$ 49,615.00 (Annual)		
<b>Work Location</b>	350 Jay St, Brooklyn Ny		
<b>Division/Work Unit</b>	Trial Division Operations		

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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.

As a Paralegal, you may occasionally encounter graphic images and sensitive information.

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

- Prepare misdemeanors and felonies for trial and grand jury presentations.
- Prepare legal documents such as subpoenas, orders to produce, unsealing orders, material witness orders, and other required requests.
- Obtain necessary case documents and footage, including NYPD paperwork, FDNY paperwork, body worn camera footage, grand jury minutes, medical records, NYC Corrections paperwork, and other case related materials.
- When necessary, travel to courts throughout the five boroughs, government agencies, and other law enforcement partners and community partners.
- Contact civilian witnesses and notify police officer(s) for grand jury presentation, trial prep, and trial appearances.
- Act as a liaison with court staff and other community partners.
- Establish a filing system to monitor discovery materials and work performed on all assigned cases.
- Assist and support ADAs with investigations.
- Perform other related duties as needed.

### Preferred Skills

- Organizational, time management and prioritization skills.
- Ability to work independently, and part of a team, assertive, and detail oriented.
- Proficient in Microsoft Office (Word, Excel, PowerPoint, Outlook, etc.).
- Ability to Multi-task and exercise sound judgment.
- Excellent verbal and written communication skills.

### 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 or legal assistant services; or

• Paralegal Certification from a program approved by the American Bar Association can be substituted for one year of experience. However, candidate must meet the education and/ or experience criteria which is equivalent to " 1" or "2 " above.

#### To Apply

To apply, click the "Apply Now" button.

We appreciate the interest and thank all applicants, but we will contact only the candidates we are considering. 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.

#### Hours/Shift

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

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.

#### 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** 04/15/2025

**POST UNTIL** 05/05/2025

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