



DISTRICT ATTORNEY KINGS COUNTY

Job Posting Notice

Job ID	713422	# of Positions	1
Business Title	Paralegal		
Civil Service Title	COMMUNITY ASSOCIATE		
Title Code No	56057	Level	00
Title Classification	Non-Competitive		
Proposed Salary Range	\$ 49,615.00 - \$ 49,615.00 (Annual)		
Work Location	350 Jay St, Brooklyn Ny		
Division/Work Unit	Law Enforcement Assistance		

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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.

The Law Enforcement Assistance Unit assists in enhancing cases which are at the investigative, pre-arrest stage, by preparing subpoenas and various judicial applications, such as search warrants, takeout orders for arrests, and complaint-and-warrants. Cases involve a range of serious offenses, including homicides, robberies, credit card fraud, cybercrimes, identity theft, vehicular crimes, and domestic violence. The unit also works with out-of-state law enforcement agencies in preparing various judicial applications pertaining to interstate criminal matters. In addition, the unit handles all extradition and rendition matters.

Under general supervision, with some latitude for independent initiative and judgment, the prospective

candidate will be responsible for the following:

- Go to court daily to retrieve all Extradition Arraignment paperwork, extradition release orders, signed waivers, orders to produce and all other related Extradition documents.
- Contact ADA's on all fugitive local matters to obtain the status of plea offers, trial dates and all other case dispositions.
- Coordinate Extradition Pick Ups from the demanding state.
- Notify Department of Corrections with all confirmed Extradition Pick Up Dates.
- Upon receipt serve all Governor's Warrant on the court and Defense Counsel.
- Candidate will be required to learn all aspects of Extraditions and Rendition components.
- Serve as back up to both Extradition Specialists when they are out of the office.
- Schedule external appointments for Officers and Detectives.
- Scan, file and add all judicial applications to the shared LEAU drive and upload Search Warrants into the KCDA Search Warrant Data base as needed.
- Assist with other bureau tasks when necessary.
- Under the supervision of an ADA prepare legal documents such as subpoenas, orders to produce, unsealing orders, takeout orders, and other documents.
- Notify police personnel to appear as needed.
- Consult with Criminal and Supreme Court to obtain Certificates of Dispositions.
- Run E-Justice Reports and New York State Criminal Inquiry System (NYS-CIS) inquiries.
- Gather documents connected with law enforcement requests for subpoenas and judicial applications.
- Assist the Office Manager and serve as back up when the Office Manager is out of the office.
- Tasks are delegated by the Unit Chief, Deputy Unit Chief and Office Manager.

Additional Information

Candidate should meet the following additional requirements:

- A baccalaureate degree from an accredited college or
- A Paralegal Certification from a program approved by the American Bar Association.
- At least three years as a paralegal assisting ADA's
- Proficiency in internal applications.

Preferred Skills

- Candidate should possess analytical and problem-solving skills, a sense of responsibility, and an ability to work well independently and in a team environment.
- Excellent interpersonal, oral, and written communication skills.
- Ability to multi-task and meet deadlines.
- Exceptional organizational skills and strong attention to detail
- Able to work in a fast-paced environment.

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 05/06/2025**POST UNTIL** 05/19/2025[Return to Previous Page](#)[Switch to Internal View](#)

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