



DISTRICT ATTORNEY KINGS COUNTY

Job Posting Notice

Job ID	721465	# of Positions	1
Business Title	Paralegal		
Civil Service Title	COMMUNITY ASSOCIATE		
Title Code No	56057	Level	00
Title Classification	Non-Competitive		
Proposed Salary Range	\$ 51,227.00 - \$ 51,227.00 (Annual)		
Work Location	350 Jay St, Brooklyn Ny		
Division/Work Unit	FOIL (Free Of Information La		

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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 in its Freedom of Information Law (FOIL) Unit.

The FOIL Unit processes and facilitates records requests from law enforcement agencies, other government agencies and private entities. The FOIL Unit also assists the Civil Litigation Unit with processing subpoenas for agency records as necessary. All requests are processed in compliance with the FOIL statutes and Unit guidelines. It is important to note that as a Paralegal, you may occasionally encounter graphic images and sensitive information in fulfilling some FOIL requests

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

- Process requests for records and/or materials submitted by Law Enforcement and other Government agencies, private attorneys, members of the public, and other entities;
- Review requested KCDA records and/or materials in accordance with FOIL Unit guidelines;
- Identify records therein that may be disclosed and sequester those records that may not be disclosed;
- Apply redactions, where necessary, to portions of scanned records that are exempt from disclosure pursuant to FOIL, or other local, state, or federal statutes;
- Where required, draft determination letters which provide the legal grounds for any redactions that were made to the disclosed records or the grounds for withholding any requested records and/or materials;
- Perform other related duties as necessary.

Preferred Skills

- Able to work independently, be assertive, highly organized, and detailed-oriented.
- Proficient in Microsoft Office (Word, Excel, PowerPoint, Outlook, etc.) and Adobe Acrobat;
- Ability to Multi-task and exercise sound judgment.
- Strong written and verbal communication skills.
- Prior FOIL experience is a plus.
- Organizational, time-management, including the ability to take initiative, prioritize duties and work both independently and within a team environment is a plus.
- **Knowledge of Lexis and/ or Westlaw is helpful. **

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, 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.

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.

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/pslff/>.

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 07/28/2025**POST UNTIL** 08/17/2025[Return to Previous Page](#)[Switch to Internal View](#)

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