



DISTRICT ATTORNEY KINGS COUNTY

Job Posting Notice

Job ID	774414	# of Positions	2
Business Title	Paralegal (DV)		
Civil Service Title	COMMUNITY ASSOCIATE		
Title Code No	56057	Level	00
Title Classification	Non-Competitive		
Proposed Salary Range	\$ 53,442.00 - \$ 53,442.00 (Annual)		
Work Location	350 Jay St, Brooklyn Ny		
Division/Work Unit	Domestic Violence Bureau		

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Job Description

The Kings County District Attorney's Office (KCDA) ranks among the largest prosecutorial offices in the nation. It is dedicated to creating and executing innovative prosecutorial strategies that align with our vision of maintaining safety in Brooklyn while also guaranteeing fairness and justice for everyone. KCDA presents an exciting opportunity for a potential candidate to join its Domestic Violence Unit in the role of a Paralegal.

The Domestic Violence Bureau is responsible for investigating and prosecuting cases involving intimate partners. Crimes range from Misdemeanor Assault and Criminal Obstruction of Breathing to Homicide. In addition to prosecuting the unit provides resources to victims such as counseling and safety planning.

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

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

- Prepare Domestic Violence cases for Grand Jury presentations and Trials.
- Prepare legal documents such as subpoenas, orders to produce, orders of protection, unsealing orders, material witness orders and other related documents.
- Obtain necessary case discovery including NYPD paperwork, FDNY paperwork, body worn camera footage, grand jury minutes, medical records and other pertaining discovery.
- Locate and notify civilian witnesses and police officers for grand jury presentations, trial preparation and trial testimony.
- Assist and support Assistant District Attorneys (ADAs) with investigations and special projects.
- Occasionally staff DV court parts and unit reception area in the absence of Clerk and Receptionist.
- Act as a liaison with court staff and community partners.
- Maintain filing system to monitor discovery materials and work performed on all assigned cases.
- Perform all other related duties assigned by supervisor and manager.

Preferred Skills:

- Excellent writing, oral and interpersonal skills.
- Organizational, time management and prioritization skills.
- Ability to work independently, collaboratively, assertive and detail oriented.
- Strong technological skills including familiarity with Microsoft Office.

Candidate must meet the additional requirements:

- A baccalaureate degree from an accredited college; or
- An associate degree or 60 semester credits from an accredited college and two years of full-time satisfactory work experience in the performance of the paralegal or legal assistant services.

Hours/Shift
9:00-5:00 P.M
Monday-Friday

****PLEASE NOTE: THIS POSITION IS GRANT-FUNDED.**

To apply, click the "Apply Now" button.

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.

A RESUME AND COVER LETTER ARE REQUIRED.
PLEASE INDICATE IN YOUR COVER LETTER HOW YOU HEARD ABOUT THIS POSITION.
INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED.
NO PHONE CALLS, FAXES, E-MAILS OR PERSONAL INQUIRIES PERMITTED
NOTE: ONLY THOSE CANDIDATES UNDER CONSIDERATION WILL BE CONTACTED

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 03/19/2026

POST UNTIL 04/07/2026

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