



DISTRICT ATTORNEY KINGS COUNTY

Job Posting Notice

Job ID	783417	# of Positions	1
Business Title	Paralegal (Appeals)		
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	Appeals		

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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. It 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.

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

- Prepare misdemeanor and felony cases for trial and grand jury presentations.
- Prepare legal documents such as subpoenas, orders to produce, unsealing orders, material witness orders, determination letters, 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.
- Research legal issues and respond to legal briefs, FOIL requests, and motions in various courts under the supervision of Assistant District Attorneys (ADAs)
- Process requests for records and/or materials submitted by Law Enforcement and other Government agencies, private attorneys, members of the public, and other entities.
- When necessary, travel to courts throughout the five boroughs, government agencies, and other law enforcement partners and community partners.
- Maintaining professional relationships with members of the judiciary, law enforcement agencies, adversarial partners, and other community partners.
- 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 and special projects.
- 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 multitask 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, the candidate must meet the education and/or experience criteria equivalent to "1" or "2 " above.

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 06/18/2026

POST UNTIL 07/08/2026

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