



DISTRICT ATTORNEY KINGS COUNTY

Job Posting Notice

Job ID	769870	# of Positions	1
Business Title	Paralegal Supervisor		
Civil Service Title	COMMUNITY COORDINATOR		
Title Code No	56058	Level	00
Title Classification	Non-Competitive		
Proposed Salary Range	\$ 75,000.00 - \$ 75,000.00 (Annual)		
Work Location	120 Schermerhorn St Bklyn Ny		
Division/Work Unit	Criminal Court Unit		

[Return to Previous Page](#)
[Switch to Internal View](#)

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 Criminal Court Unit as a Paralegal Supervisor.

The Criminal Court Bureau investigates and prosecutes misdemeanor cases throughout Brooklyn. The bureau is the largest in the office in terms of cases and personnel. The Criminal Court Bureau regularly interacts with crime victims, visitors from police precincts and members of the public.

Under general direction, with the wide latitude for independent initiative and judgement, the prospective candidate will be responsible for the following:

- Supervises and trains Paralegals and Clerks to the standards of the unit.
- Ensures Paralegals receive comprehensive training on the process of obtaining discovery.
- Provide input into staff assignments, oversee, and monitor the progress and status of case preparation and performance of paralegals and clerks also ensuring deadlines are met.
- Review all files and documents and provide instructions on the proper action to be taken.
- Provide backup coverage for non-legal staff as needed.
- Collaborate with Unit Chief and 1st Deputy Unit Chief on developing plans and recommendations to improve knowledge, skills, and abilities of staff.
- Evaluate staff performance and provide valuable feedback for improvement where necessary.
- Ensure Unit Chief and 1st Deputy Unit Chief are updated on matters related to case issues and staff performance and providing documentation to unit managers and Human Resources regarding staff issues.
- Draft annual tasks and standards and performance reviews for all paralegals and clerks and addressing any issues related to performance, tardiness, and behavior.
- Disseminate all relevant documents, information, and new and existing office policies to staff.
- Provide administrative support for bureau in a variety of areas.
- Perform other related duties as necessary.

Additional Information:

Candidate must meet the additional requirements:

1. A master's degree from an accredited college and four years of satisfactory full-time experience functioning in a Paralegal role, inclusive of two years' experience as a Paralegal Specialist a plus or,

2. A baccalaureate degree from an accredited college and five years of satisfactory full-time experience functioning in a Paralegal role, inclusive of two years' experience as a Paralegal Specialist a plus or,
3. An associate degree or 60 semester credits from an accredited colleges and six years of satisfactory full-time experience functioning in a Paralegal role.

Candidate must meet the education and/ or experience criteria which is equivalent to "1", "2" or "3"

Minimum Qual Requirements

1. A baccalaureate degree from an accredited college and two years of experience in community work or community centered activities in an area related to the duties described above; or
2. High school graduation or equivalent and six years of experience in community work or community centered activities in an area related to the duties as described above; or
3. Education and/or experience which is equivalent to "1" or "2" above. However, all candidates must have at least one year of experience as described in "1" above.

Preferred Skills

- Prior experience working as a Paralegal.
- Candidate must possess experience and be well-versed working with discovery.
- Prior experience supervising and managing a team a plus but not required.
- Excellent organizational, time-management and multi-tasking skills, including the ability to take initiative, prioritize duties, and work efficiently both independently and within a team.
- Knowledge of all KCDA specific systems, Discovery, NYS Court and other office utilized software applications.
- Knowledge of all KCDA office policies and procedures.
- Ability to communicate effectively, both orally and in writing; prepare clear concise written directives, legal correspondence and a variety of legal documents including staff write-ups.

To Apply

To apply for this position, kindly visit <https://cityjobs.nyc.gov/jobs>. In the search bar, input Job ID # "769870"; this action should direct you to the job posting. We value your interest, but only those candidates who meet the necessary qualifications will be contacted.

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 07/22/2026

POST UNTIL 08/11/2026

[Return to Previous Page](#)

[Switch to Internal View](#)

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