



DISTRICT ATTORNEY KINGS COUNTY

Job Posting Notice

Job ID	786588	# of Positions	5
Business Title	Paralegal (Office Wide)		
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	120 Schermerhorn St Bklyn Ny		
Division/Work Unit	Criminal Court Unit		

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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-Criminal Court Bureau has an exciting opportunity to work as a Paralegal.

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.

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

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

- Prepare misdemeanor cases for trial.
- Prepare legal documents such as subpoenas, orders to produce, unsealing orders, material witness orders, and other required requests.
- Obtain necessary case documents and footage, including NYPD paperwork, FDNY paperwork, body worn camera footage, medical records, NYC Corrections paperwork, and other case related materials.
- When necessary, travel to courts throughout the five boroughs, government agencies, and other law enforcement partners and community partners.
- Contact civilian witnesses and notify police officer(s) for trial prep, and trial appearances.
- 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.
- 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 Multi-task 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, candidate must meet the education and/ or experience criteria which is equivalent to " 1" or "2 " above.

To Apply

To apply, click the "Apply Now" button.

We appreciate the interest and thank all applicants, but we will contact only the candidates we are considering. For Non-City/External Candidates: Visit the External Applicant NYC Careers site and type "DA - Brooklyn" on the search line. Then locate Job ID #786588. For Current City Employees: Visit Employee Self Service (ESS) to view and click on Recruiting Activities, Careers, and search by Job ID # 786588.

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.

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 07/16/2026

POST UNTIL 07/29/2026

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