



DISTRICT ATTORNEY KINGS COUNTY

Job Posting Notice

Job ID	803046	# of Positions	1
Business Title	Paralegal		
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	Hate Crimes		

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

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 ensuring fairness and justice for all. KCDA has an exciting opportunity for a Paralegal to work in its Hate Crimes Bureau.

The Hate Crimes Bureau investigates and prosecutes crimes committed by members of law enforcement against civilians. The Hate Crimes Bureau also investigates and prosecutes crimes motivated by a victim's race, religion, ethnicity, national origin, gender, sexual orientation, age, or disability.

The potential candidate will carry out the following responsibilities under general supervision, with the freedom to exercise independent judgment and initiative:

- Prepare misdemeanors and felonies for trial and grand jury presentations.
- 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, grand jury minutes, medical records, NYC Corrections paperwork, and other case related materials.
- Contact civilian witnesses and notify police officer(s) for grand jury presentation, trial prep, and trial appearances.
- Assure Witnesses are produced in a timely fashion by means of correspondence, notifications, telephone contacts, material witness orders or field team requests to detective investigators.
- Act as a liaison with court staff and other community partners.
- Monitor discovery materials and work performed on all assigned cases.
- Assist and support ADAs with investigations.
- Obtain information and documents through visits to court and other governmental agencies.
- Carefully redact discoverable paperwork, bodycam & 911 calls
- Provide backup coverage for other paralegals staff as needed.
- Provide administrative support for bureau in a variety of areas.
- Maintain case files, update files with criminal histories, and archive files according to records retention policies established by the office.
- Perform other related duties as necessary.

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.

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>

Hours/Shift

Day Shift 9.am. - 5p.m. or 10a.m. - 6p.m.

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 09/30/2026

POST UNTIL 10/20/2026

[Return to Previous Page](#)

[Switch to Internal View](#)

The City of New York is an inclusive equal opportunity employer committed to recruiting and retaining a diverse workforce and providing a work environment that is free from discrimination and harassment based upon any legally protected status or protected characteristic, including but not limited to an individual's sex, race, color, ethnicity, national origin, age, religion, disability, sexual orientation, veteran status, gender identity, or pregnancy.