

Job Description

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Job Posting Notice

Job Details

Job ID:	279910	# of Positions:	1
Business Title:	Paralegal	Title Code No:	56057 Level: 00
Civil Service Title:	COMMUNITY ASSOCIATE	Proposed Salary Range:	\$ 35,683.00 - \$ 41,036.00 (Annual)
Title Classification:	Non-Competitive		
Job Category:	Legal Affairs		
Career Level:	Entry-Level		
Work Location:	350 Jay St, Brooklyn Ny		
Division/Work Unit:	Domestic Violence Bureau		

Job Description

The Kings County District Attorney's Office, located in the Metrotech area of Brooklyn, New York, has an exciting opportunity to work in the Domestic Violence Bureau as a Paralegal.

The Domestic Violence Bureau investigates and prosecutes over 10,000 cases of intimate partner violence each year, with criminal charges ranging from misdemeanor assault to homicide. The bureau has been at the forefront of prosecuting crimes such as stalking and strangulation, which frequently arise in a domestic violence context, but which were only recently recognized by the legislature as separately named offenses. The bureau has over 40 assistant district attorneys who work in conjunction with the Brooklyn Family Justice Center and the office's own Victims Services Unit to provide a wide range of support services to survivors. Among the many resources available are counseling, civil legal assistance for immigration and family court matters, housing and HRA assistance, and economic empowerment programs.

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

- Prepare cases for trial and for Grand Jury presentation by performing factual research and subpoenaing police and medical reports and all relevant documentation necessary for trial.
- Locate, interview and notify civilian and police witnesses concerning testimonies past, present or future. Maintain records of all investigations and keep files in up-to-date status.
- When necessary, staff the Domestic Violence Bureau court parts and witness reception area and answer telephones in the reception area.
- Transport files to Court.

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.

Preferred Skills

Applicants should be detailed oriented and have the ability to prioritize and effectively handle multiple tasks while working under tight deadlines with minimal supervision. Also, applicants should possess excellent verbal and written communication skills. Experience liaising with professionals from other law enforcement organizations is preferred.

Additional Information

****IMPORTANT NOTES TO ALL CANDIDATES:**

Please note: If you are called for an interview you will be required to bring to your interview copies of original documentation, such as:

- A document that establishes identity for employment eligibility, such as: A Valid U.S. Passport, Permanent Resident Card/Green Card, or Driver's license.

- Proof of Education according to the education requirements of the civil service title.

- Proof of Address/NYC Residency dated within the last 60 days, such as: Recent Utility Bill (i.e. Telephone, Cable, Mobile Phone)

Additional documentation may be required to evaluate your qualification as outlined in this posting's "Minimum Qualification Requirements" section. Examples of additional documentation may be, but not limited to: college transcript, experience verification or professional trade licenses.

If after your interview you are the selected candidate you will be contacted to schedule an on-boarding appointment. By the time of this appointment you will be asked to produce the originals of the above documents along with your original Social Security card.

To Apply

Click the "Apply Now" button.

We appreciate the interest and thank all applicants who apply, but only those candidates under consideration will be contacted.

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: 02/02/2017

POST UNTIL: 02/16/2017

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