

Job Description

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DISTRICT ATTORNEY KINGS COUNTY
Job Posting Notice

Job Details

Job ID:	364755	# of Positions:	1
Business Title:	Paralegal Specialist	Title Code No:	56057 Level: 00
Civil Service Title:	COMMUNITY ASSOCIATE	Title Classification:	Non-Competitive
Job Category:	Legal Affairs	Proposed Salary Range:	\$ 48,000.00 - \$ 54,000.00 (Annual)
Career Level:	Experienced (non-manager)	Work Location:	350 Jay St, Brooklyn Ny
Division/Work Unit:	Law Enforcement Assistance		

Job Description

The Kings County District Attorney's Office located in the Metrotech area of Brooklyn, New York, has an exciting opportunity to work as a Paralegal Specialist in the Law Enforcement Assistance Unit / Investigations Division.

The Law Enforcement Assistance Unit assists in enhancing cases which are at the investigative, pre-arrest stage, by preparing subpoenas and various judicial applications, such as search warrants, takeout orders for lineups, and complaint-and-warrants. Cases involve a range of serious offenses, including homicides, robberies, credit card fraud, cybercrimes, identity theft, vehicular crimes, and domestic violence. The unit also works with out-of-state law enforcement agencies in preparing various judicial applications pertaining to interstate criminal matters. In addition, the unit handles all extradition and rendition matters.

Responsibilities include but are not limited to:

- Initiate contact with, replies to and maintains regular contact with outside agencies during the pendency of extradition proceedings
- Obtain case information and supporting documents from local and outside agencies
- Review documents for accuracy and conformity with existing laws and policies
- Verify active warrants and the commitment to extradite fugitives
- Track fugitive cases and any local pending criminal cases
- Maintain a thorough and accurate record of all communications regarding extradition proceedings
- Coordinate and track the surrender of fugitives
- Coordinate and communicate with Court personnel
- Prepare and maintain Court status sheets
- Work closely with Assistant District Attorneys to ensure timely response to writs of habeas corpus
- Regularly apprise supervising attorney of all extradition matters
- Serve as a back-up extradition specialist to his/her counterpart with renditions
- Communicate and function effectively in a high-paced environment and with time-sensitive tasks
- Perform clerical and related administrative functions within this unit

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

- Baccalaureate degree and one year of work experience in the Court system and or in the criminal field (preferred)
- Familiarity with the Court functions is preferred
- Strong attention to detail
- Exceptional organization skills
- Must be able to work in a high-paced environment and be able to handle multiple tasks simultaneously
- Ability to work independently and to manage statutory deadlines
- Proficient in Microsoft office (Word, Excel)
- Legal research skills are preferred

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: 09/07/2018

POST UNTIL: 09/14/2018

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