DISTRICT ATTORNEY KINGS COUNTY
Job Posting Notice

Job ID	690137	**# of Positions**	1

Business Title	Paralegal
Civil Service Title	COMMUNITY ASSOCIATE
Title Code No	56057 **Level** 00
Title Classification	Non-Competitive
Proposed Salary Range	$ 49,615.00 - $ 49,615.00 (Annual)
Work Location	350 Jay St, Brooklyn Ny
Division/Work Unit	Human Trafficking

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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. 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 Human Trafficking Unit.

The Human Trafficking Unit (HTU) vigorously investigates and prosecutes those who using, such means as physical force, fraud, and psychological coercion, have forced individuals into sex trafficking, and labor trafficking. The HTU unit uses best practices to actively investigate all forms of human trafficking through data-informed, victim-centered, evidence-based, and multi-disciplinary approaches. The HTU co-chairs the Brooklyn Human Trafficking Task Force, (BKHTTF) a multi-disciplinary team, focused on addressing HT in NYC by bringing together law enforcement, health care services providers, and the community.

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

•Prepare and organize cases for grand jury presentations, hearings, and trials.
•Maintain case files in an organized and neat manner.
•Effectively utilize the office tracking systems and upload received documentation into case management.
•Appropriately follow up to ensure that documents reach intended destination
•Immediately inform Supervisors and ADAs when there are delays or problems with the receipt of documentation or notifications.
•Notifies law enforcement personnel for all court appearances and case paperwork.
•Draft legal documents including subpoenas for medical records, social media records, phone records. In addition, to orders to produce, writs, and material witness orders.
•Subpoena medical records, phone records, police paperwork and all other documentation as requested by the assigned Assistant District Attorney.
•Prepare orders for judges' signature, including but not limited to orders to produce, writs and material witness orders.
•Maintain a diverse array of accounts, encompassing social media platforms and email services.
•Assist the Brooklyn Human Trafficking Task Force Coordinator with Task Force meetings, including coordination of special programs and guest speakers.
•Assist ADAs in the analysis and transcription of prisoner phone calls.
•Provide witness support, including coordinating transportation to and from KCDA.
•Perform all other related paralegal duties.

Preferred Skills
•Strong attention to detail is required.
•Ability to utilize discretion and maintain confidentiality on casework is essential.

•Applicants must possess excellent interpersonal, verbal, and written communication skills and proficiency in MS Word, Outlook, Excel, Access, Lexis-Nexis, and internet research is essential.
•Effectively utilizes the office Case Management System, E-Justice portal, Case Monitor, and OCA.
•Organizational, time-management, and multi-tasking skills, including taking the initiative, prioritizing duties, and working independently and within a team environment are a plus.

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   12/04/2024   POST UNTIL   12/24/2024

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