



NYC Job Posting ID #379723

POSITION AVAILABLE

CRIMINAL COURT LEGAL SECRETARY
Criminal Court

RICHMOND COUNTY DISTRICT ATTORNEY

The men and women of the Richmond County District Attorney's office work each day in partnership with Law Enforcement and the people of Staten Island to pursue justice for victims of crime, to prevent crime in all its forms, and to promote the safety and well-being of all citizens of our Borough.

THE ROLE

Under the direct supervision of the Criminal Court Bureau Chief, the candidate will serve as a Criminal Court Legal Secretary. Duties will include, but not limited to the following:

- Provide administrative support to one or more lawyers
- Effectively communicate with attorneys and court personnel
- Drafting legal correspondence
- Greet visitors
- Answer phone calls, take notes/messages and redirect calls when appropriate
- Schedule meetings
- Conduct thorough statistical and documentary research
- Source and verify important case intelligence
- Produce and file various legal documents such as subpoenas
- Preserve an updated PCMS5 case record system
- Generate weekly case status reports from PCMS5 case management system
- Maintain and update personnel contact details
- Facilitate the meeting of deadlines by keeping multiple agendas and provide timely reminders

MINIMUM 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

- Bachelor’s degree.
- Prior criminal justice experience or coursework preferred.
- Excellent verbal, written, research and professional interpersonal communication skills.
- Proficiency in Microsoft Office programs, document management, calendar and docketing, and transcription
- Fluency in foreign languages, particularly Spanish

CIVIL SERVICE TITLE: **Community Associate**

SALARY RANGE: **\$40,000 - \$45,000**, Commensurate with experience; full NYC benefits package

APPLICATION DEADLINE: **February 10, 2019**, or until filled

TO APPLY: ALL APPLICATIONS MUST BE SUBMITTED THROUGH THE NYC JOBS WEBSITE

City Employees – Click [here](#) and log in to ESS.

Non-City Employees – Go to <https://a127-jobs.nyc.gov/>

- Search for job ID number: **379723**
- Click on the job business title: **Criminal Court Legal Secretary**
- Click on “Apply Now” at the bottom of the posting

Please be advised only candidates under consideration will be contacted.

The candidate selected for this position must be a resident of the City of New York or become a resident within 90 days of appointment.

Authorization to work in the United States is required for this position.

Sponsorship is not available for this position.

THE RICHMOND COUNTY DISTRICT ATTORNEY IS AN EQUAL OPPORTUNITY EMPLOYER AND A COPY OF THE EQUAL OPPORTUNITY PROGRAMS IS AVAILABLE IN THE HUMAN CAPITAL DIVISION. THE DEPARTMENT MAKES AVAILABLE ACCOMMODATIONS FOR DISABLED APPLICANTS