



NYC Job Posting ID #411913

POSITION AVAILABLE
Paralegal

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 Paralegal Supervisor, the candidate will serve as a Paralegal. Duties will include, but not limited to the following:

- Perform intake functions; review all incoming documents and route to appropriate Assistant District Attorney (ADA);
- Scan all incoming Bureau papers and maintain the scanned files;
- Assemble, serve and file court papers; prepare simple motion responses for Attorney's signature;
- Collect documents, files and motions, appeals responses and route document to appropriate ADA in timely fashion;
- At direction of bureau chief, serve notice of appeal and assemble file to enable People to draft and file People's appeals;
- Assist with the preparation of federal court filings;
- Track due dates for filings;
- Keep track of argument calendar in all courts in which appeals are pending;
- Maintain a strong relationship with clerks at both the Appellate Division and Appellate Term in order to ensure the smooth running of the bureau;
- At direction of attorney, comply with requests made pursuant to Freedom of Information Law (FOIL) and other civil matters;
- Other general clerical duties as assigned

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 and professional interpersonal communication skills.

CIVIL SERVICE TITLE: **Community Associate**

SALARY RANGE: **\$45,000 - \$55,000**, Commensurate with experience; full NYC benefits package APPLICATION DEADLINE: **October 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: **411913**
- Click on the job business title: **Paralegal**
- 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