



NYC Job Posting ID # 534159

Immigrant Affairs Paralegal Immigrant Affairs Unit

RICHMOND COUNTY DISTRICT ATTORNEY

The men and women of the Richmond County District Attorney's (RCDA) 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 wellbeing of all citizens of our Borough.

THE BUREAU

The Immigrant Affairs Unit strengthens relationships between law enforcement and the Staten Island Immigrant community and communicates and promotes initiatives that protect public safety and prevent crime.

THE ROLE

The Richmond County District Attorney's Office has an opening for a Paralegal for its Immigrant Affairs Unit (IAU). Under the direct supervision of the Director of the Immigrant Affairs Unit, the primary responsibilities of the position include, but are not limited to:

- Coordinating and preparing U and T Visa applications for certification, including meeting with the applicant
- Assisting with meetings with victims of U and T visas or wage theft
- Preparing necessary paperwork and coordinating with federal authorities for the production of defendants from federal custody
- Accompanying the Chief of IAU into immigrant communities to conduct outreach events, workshops, and various events during work hours and optional nights and weekends
- Coordinating with federal authorities (CBP) to obtain information regarding an individual's entry into the United States
- Obtaining immigration charging documents from federal authorities (NTA) to provide information to ADAs
- Assisting and providing necessary documents to assist ADAs when he/she evaluates immigration collateral consequences of defendants
- Assisting in the production of witnesses for court proceedings who reside outside of the United States
- Working with Victim Advocates to assist victim's families who reside outside of the United States with attending funeral services for victims of crime in Staten Island

- Assist with intake of new investigations, including wage theft intakes at El Centro
- Participate and help coordinate various task forces as an IAU member- PINY, DALIA, NYPD Immigration Task Force, Wage Theft Task Force, and SI Immigrant Council.
- Ordering files, contacting necessary parties, and assisting in filing answers to 440 motions
- Collaborating and working closely with criminal court staff to implement consulate notification during arraignment, which will require reaching out to various embassies and coordinating meetings with the Defense counsel with defendants.
- Assisting in all aspects of investigating and prosecuting Immigration Service Fraud Cases.
- Any and all other tasks assigned to support IAU or RCDA

MINIMUM REQUIREMENTS

1. A baccalaureate degree from an accredited college and two years of experience in community work or community centered activities in an area related to the duties described above; or
2. High school graduation or equivalent and six years of experience in community work or community centered activities in an area related to duties described above; or
3. Education and/or experience which is equivalent to "1" or "2" above. However, all candidates must have at least one year of experience as described in "1" above.

PREFERRED SKILLS

- A baccalaureate degree from an accredited college and two (2) to eight (8) years of experience in community organizing or community relations on Staten Island.
- Excellent organizational, writing and communication skills.
- Experience in intergovernmental project management with the ability to develop and foster responsive relationships between the local community officials and law enforcement agencies.
- Flexible schedule to attend evening and weekend events.
- Exceptional time management skills with attention to detail and ability to prioritize.
- Proficiency in Microsoft Office Suite (Word, Excel, and PowerPoint).
- Strong work ethic, self-starter, attention to detail, and ability to complete tasks in a timely fashion with limited supervision.
- Bilingual speaking abilities preferred, but not required.

CIVIL SERVICE TITLE: **Community Associate**

SALARY RANGE: **\$45,000 - \$55,000 annually** Commensurate with experience; full NYC benefits package

APPLICATION DEADLINE: Until filled

TO A P P L Y : 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: **534159**

- Click on the job business title: **Immigrant Affairs 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.

As of August 2, 2021, all new hires must be vaccinated against the COVID-19 virus, unless they have been granted a reasonable accommodation for religion or disability. If you are offered city employment, this requirement must be met by your date of hire, unless a reasonable accommodation for exemption is received and approved by the hiring agency.

Nothing can provide a higher level of protection against COVID-19 or do more to speed the City’s recovery than vaccination, which is safe and lifesaving. Convenient and community-based vaccination sites can be found via nyc.gov/vaccinefinder or by calling 877-VAX-4-NYC.

The City of New York is an inclusive equal opportunity employer committed to recruiting and retaining a diverse workforce and providing a work environment that is free from discrimination and harassment based upon any legally protected status or protected characteristic, including but not limited to an individual's sex, race, color, ethnicity, national origin, age, religion, disability, sexual orientation, veteran status, gender identity, or pregnancy.