



NYC Job Posting ID # 613663

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 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.

LOAN FORGIVENESS:

The federal government provides student loans forgiveness through its Public Service Loan Forgiveness Program (PLF) to all qualifying public service employees. Working with the Staten Island District Attorney’s Office qualifies you as a public service employee, which forgives the remaining balance on your direct loans after you’ve reached a certain number of qualifying payments (most people use this to forgive school loans)!

CIVIL SERVICE TITLE: **Community Associate**

SALARY RANGE: **\$55,000 - \$60,000**, Commensurate with experience; full NYC benefits package

APPLICATION DEADLINE: **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: **613663**

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 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.