



**OFFICE OF THE DISTRICT ATTORNEY  
RICHMOND COUNTY  
JOB VACANCY NOTICE**

<b>TITLE</b> COMMUNITY ASSOCIATE/PARALEGAL (1 POSITION)	<b>SALARY</b> \$35,683-\$59,385
<b>BUREAU</b> ECONOMIC CRIMES UNIT	<b>LOCATION</b> 130 STUYVESANT PLACE

**JOB DESCRIPTION:**

Under the direct supervision of the Legal Support Staff Supervisor, the candidate will serve as a paralegal assigned to the Economic Crimes Unit. Duties will include, but will not be limited to, the following:

- Assist the Assistant District Attorneys in all aspects of investigations and trials;
- Communicate effectively with the ADAs, both orally and in writing, on case related facts;
- Assist in the processing of subpoenaed materials, as well as discovery requests;
- Prepare reports after collecting, analyzing, and summarizing information, using independent judgement in the analysis, preparation and summarization of legal documents and/or pleadings;
- Identify, collect, and prepare evidentiary materials at the direction of the ADAs;
- Coordinate case/meeting schedules with courts, law enforcement officials, witnesses and defense attorneys;
- Other duties as assigned.

**PREFERRED SKILLS:**

- A baccalaureate degree, from an accredited college, in Accounting, Criminal Justice, Paralegal Studies, or an A.B.A approved certificate in Paralegal Studies.
- Prior accounting or bookkeeping experience a plus.
- Excellent verbal, written and professional interpersonal communication skills.
- Strong analytical, problem-solving, and time-management skills.
- Ability to appropriately handle legal issues, privileged and confidential information, and highly sensitive documents.
- Detail-oriented while meeting competing deadlines in a fast-paced environment;
- Proficiency in Microsoft Office programs, including but not limited to Excel

**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

**TO APPLY FOR THIS POSITION:**

Please submit cover letter/resume electronically using one of the following methods:

**CITY EMPLOYEES:** Apply through Employee Self Service (ESS). [www.nyc.gov/ess](http://www.nyc.gov/ess). Search for Job ID #: **294824**

**ALL OTHER APPLICANTS:** Go to [www.nyc.gov/careers/search](http://www.nyc.gov/careers/search). Search for Job ID#: **294824**

*Only applicants scheduled for interviews will be contacted. Submission of application does not guarantee that you will receive an interview.*

**The Richmond County District Attorney's Office is an Equal Opportunity Employer.**

<b>Dated</b> July 19, 2017	<b>Post Until</b> August 19, 2017	<b>Transmittal Number</b> 905-18-006
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