City of New York
DEPARTMENT OF CORRECTION
Job Vacancy Notice
REPOST

Civil Service Title: Legal Coordinator	**Level:** 00
Title Code No: 30081	**Salary:** $41,810.00 - $61,248.00 **Frequency:** Annual
Business Title: Legal Coordinator	**Work location:** Riker's Island East Elmhurst, NY 11370
Division/Work Unit: Chaplaincy - Civilian	**Number of Positions:** 8
Job ID: 235226	**Hours/Shift:** Day

Job Description

The New York City Department of Correction has vacancies for Legal Coordinators. Under general supervision and with latitude to exercise decision-making and independent judgement, the successful candidates will be responsible for providing legal services assistance to pre-trial detainees and sentenced inmates in a correctional institution. The incumbents will provide inmates with information regarding current State and Federal statutes and case law; direct inmates to appropriate source materials so they may read laws and cases appropriate to their individual situation; instruct a basic legal research class and provide training in the drafting of various motions and writs; train inmates in legal research methodology, in accordance with an outline provided by the Director of Law Libraries; provide an overview of the criminal justice system; review law journals and other publications for information on current legal developments; direct inmates to appropriate forms to use in preparing legal documents; provide assistance in adapting forms for individual use; perform Notary Public or Commissioner of Deeds duties in attesting to legal documents prepared by individual inmates; ensure updated legal materials are incorporated in the library's collection; conduct daily inventory; and perform related duties as assigned.

Qualification Requirements

1. A law degree from a law school accredited by the American Bar Association; or
2. A baccalaureate degree from an accredited college or university and six months of full time satisfactory experience providing legal services assistance to defendants, offenders, ex-offenders or plaintiffs; or
3. An associate degree from an accredited college or university or completion of 60 semester credits from an accredited college or university and two years of full time satisfactory experience as described in "2" above; or
4. A satisfactory combination of education and experience which is equivalent to "2"or "3" above. College credit may be substituted for experience on the basis of 30 semester credit hours from an accredited college or university for 9 months of experience. Paralegal certification obtained from an accredited program or from a program approved by the American Bar Association can be substituted for an associate degree and 6 months of experience. However, to satisfy the education requirement and qualify under this section "4", candidates must have at least an associate degree, 60 semester credits or paralegal certification. The amount of experience required to qualify under this section "4" depends upon the candidate's education; however, no candidate may qualify under this section "4" with less than 6 months of full time satisfactory experience as described in"2"above.

Experience in providing legal services assistance to defendants, offenders, ex-offenders or plaintiffs must have included both

a. Obtaining legal information through the use of United States Federal, State and local Statutes, Reporters, Digests, and Shepard' Citations; and
b. The preparation and filing of writs and motions with various United States Federal, State and local courts of record.

License Requirement

Those appointed must become either a Commissioner of Deeds or Notary Public no later than 30 days after the date of appointment. This license must be maintained for the duration of employment.

Preferred Skills

Ability to work with diverse groups in a correctional setting;

Strong knowledge of the criminal justice system, policies and procedures for filing writs and motions;

Ability to communicate both written and oral, strong research, analytical, interpersonal and problem solving skills;

Proficiency in MS Office Suite (Word, Excel, Outlook).

Residency Requirements

New York City residency is generally required within 90 days of appointment. However, City employees in certain titles who have worked for the City for 2 continuous years may also be eligible to reside in Nassau, Suffolk, Putnam, Westchester, Rockland, or Orange County. To determine if the residency requirement applies to you, please discuss with the agency representative at the time of interview.

To Apply

For City employees: Go to Employee Self-Service (ESS) - www.nyc.gov/ess and search for Job ID# **235226**
For all other applicants: Go to https://a127-jobs.nyc.gov and search for Job ID# **235226**
Submission of a resume is not a guarantee that you will receive an interview.
Only candidates under consideration will be contacted.

Post Date: 4/25/16	**Post Until:** 5/10/16

The New York City Department of Correction and The City of New York are Equal Opportunity Employers