

**City of New York
DEPARTMENT OF CORRECTION
Job Vacancy Notice**

Civil Service Title: Legal Coordinator	Level: N/A
Title Code No: 30081	Salary: \$42,856.00 - \$62,779.00 Frequency: Annual
Business Title: Legal Coordinator	Work location: 75-20 Astoria Boulevard East Elmhurst, NY 11370
Division/Work Unit: Office of Trials and Litigation	Number of Positions: 2
Job ID: 242985	Hours/Shift: Day

Job Description

The New York City Department of Corrections (DOC) is one of the largest municipal jail systems in the United States. It provides for the care, custody, and control of persons accused of crimes or convicted and sentenced to one-year or less of jail time. The DOC operates 12 inmate facilities, 9 of which are located on Riker's Island. In addition, the department operates two hospital prison wards (Bellevue and Elmhurst hospitals) and court holding facilities in Criminal, Supreme, and Family Court in each borough.

The DOC seeks to recruit a Legal Coordinator for the Office of Trials and Litigation who's task will include but are not limited to the following:

- Maintaining and updating electronic and hard-copy case files, including monitoring case status and coordinating the various stages of litigation;
- Preparing, reviewing, filing, and processing documents that may include, subpoenas, motions, and notices of violation;
- Conferring with complainants, employers, attorneys, and court personnel in preparation for litigation or in matters relating to pre-hearing investigation;
- Performing routine legal research under guidance of an attorney and may assist in performing more difficult legal research;
- Some of the physical activities performed include lifting and carrying large boxes and/or heavy files, climbing stairs and travel by public transportation in all kinds of weather;
- Collecting, assembling, and assisting in evaluating evidence and technical data for use in trials and proceedings; and
- Providing support for special projects and initiatives when necessary.

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

- a) Experience in handling multiple assignments with competing deadlines with a high degree of detail and accuracy.
- b) One year of full-time satisfactory experience acquired in the United States, in the performance of paralegal (legal assistant) services.
- c) Paralegal Certification obtained in the United States from an accredited program or a program approved by the American Bar Association.

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# 242985.

For all other applicants: Go to <https://a127-jobs.nyc.gov> and search for Job ID# 242985.

Submission of a resume is not a guarantee that you will receive an interview.

Only those candidates under consideration will be contacted.

Post Date: 06/10/16

Post Until: 06/23/16

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