City of New York
DEPARTMENT OF CORRECTION
Job Vacancy Notice
REPOST

Civil Service Title: Paralegal Aide	**Level:** I
Title Code No: 30080	**Salary:** $33,992.00 - $46,191.00 **Frequency:** Annual
Business Title: Paralegal Aide	**Work location:** 75-20 Astoria Blvd., East Elmhurst, NY 11370
Division/Work Unit: Office of Trials and Litigation	**Number of Positions:** 3
Job ID: 235000	**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 15 inmate facilities, ten 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 Paralegal Aide 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 baccalaureate degree from an accredited college or university, accredited by regional, national, professional or specialized agencies recognized as accrediting bodies by the U.S. Secretary of Education and by the Council for Higher Education Accreditation (CHEA); or
2. An associate degree or completion of 60 semester credits from an accredited college, accredited by regional, national, professional or specialized agencies recognized as accrediting bodies by the U.S. Secretary of Education and by the Council for Higher Education Accreditation (CHEA) and two years of full-time satisfactory experience, acquired in the United States, in the performance of paralegal (legal assistant) services; or
3. A four-year high school diploma or its educational equivalent approved by a State's Department of Education or a recognized accrediting organization and four years of full-time satisfactory experience, acquired in the United States, in the performance of paralegal (legal assistant) services; or
4. A satisfactory combination of education and/or experience which is equivalent to "1", "2" or "3" above. Paralegal Certification obtained in the United States from an accredited program or from a program approved by the American Bar Association can be substituted for 12 months of experience. Undergraduate credit can be substituted for experience on the basis of 30 semester credits from an accredited college for 12 months of experience. However, all candidates must have at least a four-year high school diploma or its educational equivalent approved by a State's Department of Education or a recognized accrediting organization.

To be acceptable, experience in paralegal (legal assistant) services must have involved the American Legal System.

Experience which is primarily legal secretarial or includes only incidental paralegal (legal assistant) services is not acceptable.

Special Note:
Individuals must have one additional year of pertinent paralegal experience or have a baccalaureate degree in addition to the requirements listed above to be eligible for placement in Assignment Level II duties and pay of Paralegal Aide.

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.

Special Note

Must be a permanent in title in order to apply or must have applied and taken Exam# 6001

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# 235000
For all other applicants: Go to https://a127-jobs.nyc.gov and search for Job ID# 235000
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