

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

<b>Civil Service Title:</b> Paralegal Aide	<b>Level:</b> II
<b>Title Code No:</b> 30080	<b>Salary:</b> \$20.85/\$23.97-\$29.17 <b>Frequency:</b> HOURLY
<b>Business Title:</b> Legal Intern	<b>Work Location:</b> 75-20 Astoria Blvd
<b>Division/Work Unit:</b> General Counsel	<b>Number of Positions:</b> 4
<b>Job ID:</b> 174302	<b>Hours/Shift:</b> 28 Hours Per Week/Day Tour

**Job Description**

Under supervision, assist attorneys and other Department employees in the defense of litigation against the Department, including but not limited to, requesting paperwork, performing research on legal issues, reviewing Department rules, regulations and Directives, and communicate with the NYC Law Department regarding cases. Help investigate claims of discrimination pursuant to Equal Employment Opportunity complaints; review and discuss Freedom of Information Law (FOIL) requests; and research other legal issues and draft memoranda.

**Minimum 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.

**Residency Requirement**

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](http://www.nyc.gov/ess). Click on Recruiting Activities > Careers and search for Job ID#: 174302.**

**For all other applicants: Go to [www.nyc.gov/careers/search](http://www.nyc.gov/careers/search) and search for Job ID#174302:**

**Attention: Kathleen Madison**

**Submission of a resume is not a guarantee that you will receive an interview.  
Only candidates under consideration will be contacted.**

<b>Posting Date:</b> 11/08/2014	<b>Post Until:</b> 11/24/2014
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**The City of New York is an Equal Opportunity Employer**