

**CITY OF NEW YORK
DEPARTMENT OF CORRECTION
JOB POSTING NOTICE**

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| Civil Service Title: Legal Coordinator | Level: N/A |
| Title Code No: 30081 | Salary: \$44,142 (New Hire) \$50,763 (Incumbent) Frequency: ANNUAL |
| Business Title: Legal Coordinator | Work Location: 75-20 Astoria Boulevard, East Elmhurst, NY 11370 |
| Division/Work Unit: Adult Programming | Number of Positions: 4 |
| Job ID: 312643 | Hours/Shift: Day |

Job Description

The New York City Department of Correction (DOC) 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 Department manages 12 inmate facilities, 9 of which are located on Rikers Island. In addition, the Department operates two hospital Prison Wards (Bellevue and Elmhurst hospitals) and court holding facilities in each borough.

The DOC seeks to recruit Legal Coordinators whose task will include but are not limited to the following:

- Providing inmates with information regarding current State and Federal statutes and case law;
- Directing inmates to appropriate source materials so they may read laws and cases appropriate to their individual situation;
- Instructing a basic legal research class and provide training in the drafting of various motions and writs;
- Training inmates in legal research methodology, in accordance with an outline provided by the Director of Law Libraries;
- Providing an overview of the criminal justice system;
- Reviewing law journals and other publications for information on current legal developments;
- Administering the operation of a correctional institution Law Library;
- Providing legal assistance to inmates in a correctional institution Law Library and/or housing unit;
- Ensuring updated legal materials are incorporated in the Library's collection;
- Performing the function of a notary public;
- Providing support for special projects and initiatives when necessary.

Minimum 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.

Preferred Skills

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

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 and search for Job ID# 312643

For all other applicants: Go to <https://a127-jobs.nyc.gov> and search for Job ID# 312643

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

Only those candidates under consideration will be contacted.

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| Posting Date: 11/8/17 | Post Until: Until Filled |
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The City of New York and the Department of Correction are Equal Opportunity Employers