



PARALEGAL – CRIMINAL DEFENSE PRACTICE

Queens Defenders is seeking both case paralegals and discovery review paralegals for its criminal defense practice to join a dedicated team of attorneys, paralegals, legal assistants, and client-support staff to represent clients in Queens Criminal and Supreme Courts.

ABOUT QUEENS DEFENDERS

Founded in 1996, Queens Defenders is a leading Public Defender Organization providing high-quality, holistic representation for indigent community members in Queens, NY, New York City's most diverse borough and one of the most diverse locales in the world. Our mission is to protect our clients from the far-reaching effects of prosecution through zealous advocacy and direct support services. We give life to our mission through our core values: a commitment to fostering an inclusive, diverse, and professional environment; relentless in our pursuit of justice; unwavering in our commitment to excellence in the courtroom and in the community; client-centered and holistic in our representation, advocacy, and support services; respectful of the individuals with whom we interact.

At Queens Defenders, dedicated teams of criminal defense attorneys, immigration lawyers, social workers, investigators, and client-support specialists come together to tirelessly champion justice for each and every client. Our highly skilled staff of 290, serves and positively impacts the lives of thousands of individuals annually through this collaborative and supportive approach.

PARALEGAL DUTIES AND RESPONSIBILITIES

Case Paralegals and Discovery Paralegals will each be assigned to a small team of criminal defense attorneys, working closely to provide legal, logistical and client-facing support throughout the pendency of a criminal case. Case Paralegals will work to provide legal support on most aspects of a criminal case as part of their team, while the Discovery Paralegals will work to provide legal support specific to discovery. You will receive comprehensive training and develop a broad range of administrative, legal, and interpersonal skills. With opportunities to support attorneys in the courthouse and attend in-house continuing legal education seminars, you will have the chance to grow professionally and deepen their understanding of criminal defense work. This is an on-site position at our Forest Hills office.

CASE PARALEGALS

- Collaborate with other QD staff including attorneys, social workers, and investigators

- Provide client support on issues such as court appearances, warrants, program referrals, and compliance
- Draft, serve, and file legal documents including subpoenas, notices of entry, and notices of appeal
- Prepare and submit requests for legal documents including transcripts, certificates of disposition, and property releases
- Pull motion exhibits, compile motion papers, and serve and file motions
- Provide hearing and trial support to attorneys
- Manage and organize electronic case files

DISCOVERY PARALEGALS

- Gain a familiarity with New York's historic discovery reforms
- Conduct full and detailed reviews of discovery received on team's cases
- Compose memoranda summarizing received discovery and detailing missing discovery
- Provide discovery-focused hearing and trial support to attorneys
- Manage and organize electronic discovery files
- Learn to use our new eDiscovery platform, NICE Justice, and assist attorneys in using the platform
- Assist in assessing and implementing new discovery review tools, including NICE and the use of generative artificial intelligence.

IDEAL CANDIDATE

Ideal candidates will have a demonstrable interest in criminal justice or public interest work, and a commitment to the mission of Queens Defenders. We are seeking individuals with a strong sense of self-motivation, critical thinking abilities, and exceptional time management skills. The ideal candidate will possess the ability to work effectively both independently and as part of a team, while demonstrating excellent communication and interpersonal skills. A commitment to producing high-quality work in a timely manner is essential. Familiarity with legal terminology and practices, as well as previous experience working one-on-one with clients, is a plus but not mandatory. The ideal candidate should be comfortable with reviewing evidence of a sensitive nature. Professionalism and integrity in handling confidential client matters is required. Fluency in Spanish or Mandarin is desirable but not required.

MINIMUM QUALIFICATIONS

- Bachelor's Degree
- Experience as a paralegal, legal assistant, or legal secretary

- Proficiency in Microsoft Office Suite (Word, Excel, Outlook, PowerPoint)
- Desire to gain substantive exposure to criminal law and direct service work

PREFERRED QUALIFICATIONS

- Degree in Paralegal Studies and/or Paralegal Certificate
- Experience providing motion support to attorneys including pulling exhibits, compiling papers, and serving and filing motions
- Experience reviewing discovery, drafting discovery demands and disclosures, and/or drafting digests of discovery and testimony
- Familiarity with e-filing via the New York State Electronic Document Delivery Service (EDDS)
- Ability to conduct with online searches via the NYS Criminal Inquiry System (OCA), Webcrims, NYC Department of Corrections, NYS Department of Corrections and Community Supervision, and NYC Department of Probation
- Knowledge of New York State's Criminal Procedure Law and/or Penal Law
- Competency in online legal research using Westlaw and/or Lexis Nexis

As a vital member of a small unit of criminal defense attorneys, you will receive comprehensive training and develop a broad range of administrative, legal, and interpersonal skills to provide exceptional criminal defense representation. Your responsibilities will include collaborating with investigators, social workers, and administrative staff, drafting and filing legal documents, conducting client outreach, and managing multiple deadlines. With opportunities to support attorneys in the courthouse and attend in-house continuing legal education seminars, you will have the chance to grow professionally and deepen your understanding of criminal defense work.

SALARY RANGE

\$58,000 - \$65,000

COMMITMENT TO DIVERSITY, EQUITY, AND INCLUSION

Queens Defenders values diversity and believes that a diverse staff is best placed to represent our borough, which derives its beauty from being one of the most diverse locales in the world. To best serve our clientele, model the place in which we practice, and to cultivate the best environment possible, we welcome applicants of diverse backgrounds, thoughts, perspectives, and experiences. We also provide all staff members with professional development and advancement opportunities because the more diverse and inclusive we are the more collaborative and supportive we are. For more information about our office generally, please visit our website at www.queensdefenders.org.

HOW TO APPLY

Please submit a **cover letter** and **resume** via email to Kathleen Rende and Karan Kukreja, Co-Directors of Recruitment and Hiring at recruitment@queensdefenders.org. Please specify in your cover letter whether you are applying for a case paralegal position, a discovery paralegal position, or both.