



OFFICE OF THE DISTRICT ATTORNEY

Bronx County

Darcel D. Clark – District Attorney

JOB VACANCY NOTICE

CIVIL SERVICE TITLE: Community Associate

LEVEL: N/A **HIRING**

FUNCTIONAL TITLE: Call Analyst

RATE: \$37,144

TITLE CODE NO: 56056

SHIFT: Monday-Friday 9-5

BUREAU/WORK UNIT: Call Analysis Unit - Case Strategies and Enhancements Unit

WORK LOCATION: 265 East 161st

NUMBER OF POSITIONS: 1

JOB DESCRIPTION:

Work in Case Strategies and Enhancement Unit listening to and analyzing phone calls, in order to summarize and categorize the information contained therein. Specific duties will include:

- Analyze Rikers visitor logs in connection with calls
- Analyze video and social media of all types
- Organize this data and create documents and maps in collaboration with ADAs and investigators
- Draft requests and subpoenas
- Maintain evidence and create forensically sound copies
- Perform all other duties as assigned

QUALIFICATION REQUIREMENTS/PREFERRED SKILLS:

- Bachelor's degree preferred or high school diploma/GED with prior work experience in a law firm, governmental agency, civic or community organization
- Knowledge of Microsoft Office including Excel, mapping software, and willingness to learn new software specific to the unit
- Excellent command of the English language a must; fluency in a foreign language preferred
- Preference for those with prior law enforcement or investigatory experience
- Driver's license with at least 2 years driving experience preferred

To apply, please submit your resume/cover letter to the following address.

Please include the position for which you are applying.

Email: BxDahr@bronxda.nyc.gov

Or mail to:

**Abigayle Erickson
Recruitment Specialist
Human Resources Unit
Office of the Bronx District Attorney
198 E 161st Street, 4th Floor, Bronx, NY 10451
ATT: JVN# 902-15-1175**

Your resume may be considered for additional assignments if you are qualified. Only candidates scheduled for interviews will be contacted. Submission of application is not a guarantee that you will receive an interview.

POST DATE: 2/13/15

POST UNTIL: Filled

JVN# 902-15-1175

*The Office of the Bronx District Attorney is an Equal Opportunity Employer **Committed to Diversity***