



OFFICE OF THE DISTRICT ATTORNEY
Bronx County

Darcel D. Clark – District Attorney
JOB VACANCY NOTICE

CIVIL SERVICE TITLE: Community Coordinator
FUNCTIONAL TITLE: Public Information Officer
TITLE CODE NO: 56058
BUREAU/WORK UNIT: Public Information

LEVEL: N/A

HIRING RATE: \$60,000

SHIFT: M-F 10-6

On Call on Some Weekends

WORK LOCATION: 198 E 161st Street, 9th Floor

NUMBER OF POSITIONS: 1

JOB SUMMARY:

The Public Information Officer should have strong knowledge of New York City, the Bronx, the Criminal Justice System, police issues and crime as well as past experience as a journalist covering these subjects. The Public Information Officer will use their knowledge and experience to assist the Director of Public Information in handling media requests and disseminating news of the Bronx District Attorney's Office to the media and the public.

ESSENTIAL FUNCTIONS:

1. Excellent writing skills
2. Utilize excellent oral and interpersonal communication skills to effectively communicate with all levels of the agency as well as the media and other city agencies
3. Strong understanding of the Criminal Justice system and police issues
4. Strong computer skills including command of Microsoft Office and various social media sites

JOB RESPONSIBILITIES:

Specific duties will include, but are not limited to the following:

- Handle media inquiries and provide complaints, indictments
- Write press releases
- Post items to website and social media site, monitor internet and social media
- Work on call on assigned weekends responding to media requests
- All other duties as assigned

PREFERRED EDUCATION AND EXPERIENCE/QUALIFICATIONS:

- **A baccalaureate degree and at least three (3) years experience as a journalist covering crime and/or the court system or police issues**
- **Knowledge of New York City**
- Past experience in writing/posting on the web and social media is required

To apply, please submit your resume/cover letter to the following address. Please include the Job Vacancy Number (JVN):

Email: BxDAHR@bronxda.nyc.gov

Or, mail to:

Abigayle Erickson

Human Resources Unit

Office of the Bronx District Attorney

198 E 161st Street, 4th Floor, Bronx, NY 10451

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

POST DATE: 03/31/2016

POST UNTIL: Filled

JVN: 902-16-1239

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