



OFFICE OF THE DISTRICT ATTORNEY
Bronx County

Darcel D. Clark – District Attorney

JOB VACANCY NOTICE

CIVIL SERVICE TITLE: Community Associate

LEVEL: N/A

FUNCTIONAL TITLE: Legal Recruiter

TITLE CODE NO: 56057

HIRING RATE: \$37,144

INCUMBENT RATE: \$39,841

BUREAU/WORK UNIT: Administration Legal Recruitment

WORK LOCATION: 198 E 161st Street

NUMBER OF POSITIONS: 1

JOB DESCRIPTION:

- Input/update, information for Assistant District Attorney Applicants into Recruitment Management System.
- Assign applicants to interviews; prepare and coordinate materials for interviewers including the District Attorney; and maintain follow-up system.
- Respond to Law School and Job Fair correspondence.
- Complete Registration and Feedback Forms.
- Prepare orientation packages for new attorneys
- Assist in the Recruitment of Intern Applicants
- Maintain Statistical Data on Assistant District Attorneys and Interns
- Assist in the processing of U Visa Certification requests for crime victims
- All other Administrative Duties as assigned.
- Provide telephone coverage for other members of Executive Staff

QUALIFICATION REQUIREMENTS/PREFERRED SKILLS:

- **A baccalaureate degree and prior work experience in a law firm, governmental agency, civic or community organization.**
- Excellent computer skills, including knowledge of Microsoft Excel, Secretarial Skills, Answer Telephones, Scanning and Filing both electronically and manually.
- Excellent customer service and organizational skills.
- Ability to work a 9am to 5pm schedule in a fast-paced environment.
- Familiarity with general court services and functionalities.

(Hours are subject to the discretion of the agency and may vary)

*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 Bureau
Office of the Bronx District Attorney
198 E 161st Street, 4th Floor, Bronx, NY 10451
ATTN: JVN # 902/16/1245**

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: 6-12-2016

POST UNTIL: Filled

JVN: 902-12-1245

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