



OFFICE OF THE DISTRICT ATTORNEY
Bronx County

Darcel D. Clark – District Attorney
JOB VACANCY NOTICE

CIVIL SERVICE TITLE: Community Assistant
FUNCTIONAL TITLE: Case Aide
TITLE CODE NO: 56056
BUREAU/WORK UNIT: Trial Bureau 30/40
WORK LOCATION: 198 E 161st Street

LEVEL: N/A
HIRING RATE: \$29,391
SHIFT: M-F 9-5
NUMBER OF POSITIONS: 3

JOB SUMMARY:

Serve as a Case Aide in Trial Bureau 30/40 performing administrative duties in support of the bureau.

ESSENTIAL FUNCTIONS:

1. Familiarity and experience with Microsoft Word and Excel
2. Excellent written and oral communication skills
3. A valid New York State driver's license with a minimum of two (2) years of driving experience in required and must be maintained for the duration of employment

JOB RESPONSIBILITIES:

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

- Type court orders, motions, letters, and memos
- Type and prepare affidavits of service
- Perform general data entry and administrative duties in support of the bureau
- Contact various witnesses for Assistant District Attorneys (ADAs)
- Help prepare hearing/trial exhibits and discovery for trial
- Serve subpoenas and pick up documents and property from various city agencies
- All other duties as assigned

PREFERRED EDUCATION AND EXPERIENCE/QUALIFICATIONS:

- An Associate's degree preferred or a High School diploma/GED *and* a minimum of two (2) years working experience in a law firm, governmental agency, civic or community organization
- Ability to work in a fast-paced environment
- Familiarity with general court services

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: 6/23/2016

POST UNTIL: Filled

JVN: 902-16-1249

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