



OFFICE OF THE DISTRICT ATTORNEY
Bronx County

Darcel D. Clark – District Attorney
JOB VACANCY NOTICE

CIVIL SERVICE TITLE: Community Assistant

LEVEL: N/A

FUNCTIONAL TITLE: Data Entry Clerk

TITLE CODE NO: 56056

HIRING RATE: \$29,391

BUREAU/WORK UNIT: Child Abuse/Sex Crimes – 22/21 Unit

SHIFT: M-F 9-5

WORK LOCATION: 198 E 191st St, 5th Floor

NUMBER OF POSITIONS: 1

JOB SUMMARY:

Responsible for Data Entry and routing of approximately 4,000 suspected child abuse reports received from the Administration of Children's Services (ACS) on a yearly basis.

ESSENTIAL FUNCTIONS:

1. Excellent interpersonal and communication skills and the ability to organize information in a concise manner
2. Strong data entry skills
3. Demonstrated command of Microsoft Office Suite including Word and Excel

JOB RESPONSIBILITIES:

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

- Receiving, cataloging and entering all ACS reports into Child Abuse database
- Distribute the cases to the legal assistants assigned to the Child Abuse Response Team within the Child Abuse/Sex Crimes Bureau (CAS) in a timely, efficient manner.
- Provide assistance to the Assistant District Attorneys (ADAs) in obtaining reports from ACS, Office of the Medical Examiner (OCME) and hospitals.
- Close out reports, scan documents and file them at the conclusion of the investigation.
- Responsible for collecting monthly statistics from each paralegal and providing a report to the supervisor and coordinator.

PREFERRED EDUCATION AND EXPERIENCE/QUALIFICATIONS:

- Associates degree preferred or a high school diploma or equivalent and a minimum of two (2) years experience in community work or community centered activities.
- Ability to multi-task various assignments at one time, as well as possess excellent time management skills.
- Ability to work in a fast-paced environment.

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: 06/24/2016

POST UNTIL: Filled

JVN: 902-16-1250

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