



OFFICE OF THE DISTRICT ATTORNEY
Bronx County

Darcel D. Clark – District Attorney

JOB VACANCY NOTICE

CIVIL SERVICE TITLE: Community Coordinator

FUNCTIONAL TITLE: Recruitment/EEO Specialist

TITLE CODE NO: 56058

LEVEL: N/A

BUREAU/WORK UNIT: Human Resources **WORK LOCATION:** 198 E 161st Street

HIRING RATE: TBD

NUMBER OF POSITIONS: 1

JOB DESCRIPTION:

- Coordinate recruitment process, which consist of recruitment for support staff positions at the Bronx District Attorney's Office.
- Advertise employment opportunities for all approved positions.
- Consult with Bureau Chiefs and Managers regarding available positions.
- Attend College Fairs and Community Job Fairs.
- Oversee the Recruitment Process as it relates to Equal Employment Opportunity.
- Advise agency Executive staff, Managers and Supervisors on recruitment procedures and practices.
- Provide direct analysis of Equal Employment Opportunity agency practices and provide reports.
- Plan and Assist Deputy Administrative Chief recruitment principals and practices in coordination with Human Resources Department policies and procedures.
- Analyze and input data for Equal Employment Opportunity guidelines with regard to candidate selection.
- Perform all other related duties and projects as designated.

QUALIFICATION REQUIREMENTS/PREFERRED SKILLS:

- **A baccalaureate degree and 3 years of extensive human resources experience with a special emphasis on recruitment and equal employment opportunity in a Law firm, governmental agency or community organization.**
- Excellent people skills
- Excellent written, oral, and communication skills.
- Excellent computer skills with knowledge of Microsoft word, outlook and excel.
- Excellent organizational skills.
- Ability to analytically solve issues or problems from inception through conclusion.

(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 JVN# of the desired position.***

Email: Bxdahr@bronxda.nyc.gov Or, mail to: Arthur B. Simmons Deputy Administrative Chief

**Human Resources Bureau
Office of the Bronx District Attorney
198 E 161st Street, 4th Floor, Bronx, NY 10451**

ATTN: JVN # 902-16-1254

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: 07-06-2016

POST UNTIL: Filled

JVN: 902-16-1254

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