



**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: Recruitment Specialist

TITLE CODE NO: 56057

HIRING RATE: \$40,000-\$50,000

BUREAU/WORK UNIT: Human Resources

WORK LOCATION: 198 E 161st Street

NUMBER OF POSITIONS: 1

JOB DESCRIPTION:

- Advertise employment opportunities for all approved positions.
- Consult with Bureau Chiefs and Managers regarding available positions.
- Attend College Fairs.
- Assist with onboarding of new support staff as well as Assistant District Attorneys.
- Advise agency Executive staff, Managers and Supervisors on recruitment procedures and practices.
- Work closely with Recruitment Coordinator on recruitment principles and practices in coordination with Human Resources Department policies and procedures.
- Perform all other related duties and projects as designated.

QUALIFICATION REQUIREMENTS/PREFERRED SKILLS:

- **A baccalaureate degree OR 2 years of extensive human resources experience with a special emphasis on recruitment 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 # 902/14/1255****

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: 902-14-1255

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