



**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:** Human Resources Assistant

**TITLE CODE NO:** 56057

**HIRING RATE:** \$29,391

**BUREAU/WORK UNIT:** Human Resources

**WORK LOCATION:** 198 E 161<sup>st</sup> Street

**NUMBER OF POSITIONS:** 1

**JOB DESCRIPTION:**

- Prepare paperwork processing for all new and present employees.
- Schedule fingerprint appointments for new employees
- Conduct all background checks
- Paperwork processing of all intern applicants.
- Replace and process identification cards for employees
- Coordinate with security to issue swipe cards.
- Data entry.
- Backup to Human Resources receptionist.
- All other Duties as assigned.

**QUALIFICATION REQUIREMENTS/PREFERRED SKILLS:**

- **Associate Degree preferred or High School Diploma and prior work experience in a law firm, governmental agency, civic or community organization;**
- Candidate must possess the ability to speak and write proficiently in a customer service environment.
- Excellent computer skills, including knowledge of Microsoft Excel, Outlook, Answer Telephones, Scanning and Filing both electronically and manually.
- Excellent customer service skills;
- Ability to work a 9am to 5pm schedule in a moderate to fast-paced project orientated environment;

*(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):***

**Arthur B. Simmons  
Human Resources Unit  
Office of the Bronx District Attorney  
198 E 161<sup>st</sup> Street, 4<sup>th</sup> 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:** 07/06/2016

**POST UNTIL:** Filled

**JVN:** 902-13-1256

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