



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: Desktop Support Technician

TITLE CODE NO: 56057

HIRING RATE: \$39,841

BUREAU/WORK UNIT: Information Technology

SHIFT: M-F 9-5

WORK LOCATION: 198 E 161st Street

NUMBER OF POSITIONS: 2

JOB SUMMARY:

Under the direction of the Supervisor of Technical Support and with independent initiative, staff must be capable of providing timely and effective desktop support.

ESSENTIAL FUNCTIONS:

1. Provide desktop support for approximately 1100 nodes
2. Install and maintain Windows 7/XP, Microsoft Office – Word, Excel, Access, PowerPoint; Video codec
3. Demonstrate proficiency in TCP/IP, DHCP, SMTP, HTTP, FTP

JOB RESPONSIBILITIES:

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

- Install and configure HP workstations, HP printers, switches, IP phones
- Provide all other related support functions as required or assigned

PREFERRED EDUCATION AND EXPERIENCE/QUALIFICATIONS:

- Baccalaureate degree preferred or High School diploma/GED and prior desktop support experience
- Excellent customer service skills and the ability to organize information in a concise manner
- Ability to work in a fast-paced environment
- A+ and Network Plus certifications preferred
- A valid New York State driver's license with a minimum of two (2) years of driving experience is preferred

*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, 10th 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: 07/14/2016

POST UNTIL: Filled

JVN: 902-16-1258

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