



OFFICE OF THE DISTRICT ATTORNEY
Bronx County

Darcel D. Clark – District Attorney
JOB VACANCY NOTICE

CIVIL SERVICE TITLE: Community Associate
FUNCTIONAL TITLE: Legal Assistant
TITLE CODE NO: 56057
BUREAU/WORK UNIT: Appeals Bureau
WORK LOCATION: 198 E 161st St, 10th Floor

LEVEL: N/A
HIRING RATE: \$38,183
SHIFT: M-F, 9-5
NUMBER OF POSITIONS: 1

JOB SUMMARY:

Act as a civil subpoena legal assistant in the Appeals bureau coordinating the production of District Attorney files when requested for use in a civil law suit.

ESSENTIAL FUNCTIONS:

1. Utilize excellent written, oral, and interpersonal communication skills to interact with DA staff and other agencies
2. Excellent organizational skills
3. Proficient in Microsoft Office Suite (Word, Excel, Outlook)

JOB RESPONSIBILITIES:

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

- Coordinates the production of district attorney files when the files are requested for use in a civil lawsuit
- Communicates with outside attorneys regarding the details of the requests; monitors the status of those requests and keeps attorneys updated
- Locates the files within the office
- Redact privileged information from the office files for public dissemination
- Draft correspondence to other New York City agencies and private attorneys
- All other duties as assigned

PREFERRED EDUCATION AND EXPERIENCE/QUALIFICATIONS:

- A baccalaureate degree preferred or a High School diploma/GED *and* prior work experience in a law firm, governmental agency, civic or community organization
- High level of attention to detail

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: 07/14/2016

POST UNTIL: Filled

JVN: 902-16-1259

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