



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: Administrative Assistant/Support Staff Supervisor

TITLE CODE NO: 56057

HIRING RATE: \$37,144

BUREAU/WORK UNIT: Trial Bureau 70

SHIFT: M-F, 9-5

WORK LOCATION: 198 E 161st Street

NUMBER OF POSITIONS: 1

JOB SUMMARY:

Under supervision and with latitude for independent judgment and initiative, the Administrative Assistant/Support Staff Supervisor will provide complex administrative support and supervision of the bureau's support staff.

ESSENTIAL FUNCTIONS:

1. Ability to maintain a strict order of confidentiality and handle issues in a discreet manner
2. Excellent interpersonal, oral, and written communication skills
3. Exceptional organizational skills and strong attention to detail
4. Proficient in Microsoft Office particularly Word, Excel, and Outlook

JOB RESPONSIBILITIES:

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

- Work closely with the Bureau Chief, Deputy Bureau Chief and Supervising ADA on confidential administrative matters
- Organize the Bureau Chief's schedule and plan meetings and events at the request of the Bureau Chief
- Serve as liaison to Executive Staff in communicating issues to the Bureau Chief
- Supervise the support staff of Trial Bureau 70; designate duties and responsibilities to each staff member; monitor time and leave requests; complete quarterly evaluations for new employees
- Maintain and produce multiple computerized spreadsheets and reports as requested; collect and maintain bureau statistics
- Serve as liaison to a variety of internal and external resources, providing timely and accurate information
- Answer and screen telephone calls by determining the nature of the request and responding appropriately
- Prepare court calendars, affidavits of service, and other legal notices when necessary
- 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**
- Prior supervisory experience preferred
- Ability to work a flexible schedule in a fast-paced environment
- Familiarity with general court services and functionalities
- Excellent customer service skills

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: 07/28/2016

POST UNTIL: Filled

JVN: 902-16-1261

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