



OFFICE OF THE DISTRICT ATTORNEY
Bronx County

Darcel D. Clark – District Attorney
JOB VACANCY NOTICE

CIVIL SERVICE TITLE: Community Service Aide
FUNCTIONAL TITLE: Case Aide
TITLE CODE NO: 56056
BUREAU/WORK UNIT: Complaint Room
WORK LOCATION: 215 E 161st Street, 4th Floor

LEVEL: N/A
HIRING RATE: \$27,331
SHIFT: Nights and weekends
NUMBER OF POSITIONS: 4

JOB SUMMARY:

Every prosecution begins in the Complaint Room. The unit is in operation twenty-four hours a day, seven days per week and support staff will be required to work night, weekend, and holiday shifts. Under supervision, assigned to the Complaint Room, the Case Aide will perform time sensitive case preparation functions.

ESSENTIAL FUNCTIONS:

1. Strong ability to multi-task various assignments at one time
2. Exceptional organizational skills and ability to work in a fast paced environment
3. Excellent customer service skills and the ability to organize information in a concise manner.

JOB RESPONSIBILITIES:

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

- Process all cases accurately and in a timely fashion
- Receive all new arrest paperwork from BLAP and separate cases into BLAP/Live or Supporting Depositions
- Screen all new arrest paperwork submitted to the DA's office
- Monitor the "arrest to complaint received" time frame in order to ensure that cases are not lingering unnecessarily
- Obtain criminal history (RAP sheet) or all arrested individuals
- Draft affidavits based on supporting depositions
- Handle incoming phone calls, determine nature of call and caller's identity before transferring or taking a message
- Submit all completed cases to e-arraignments expeditiously
- Break down folders and prepare for arraignment part
- All other duties as assigned

PREFERRED EDUCATION AND EXPERIENCE/QUALIFICATIONS:

- **A High School diploma or equivalent**
- Familiarity with general court services and functions preferred

Note: Due to the necessary service needs of this position, the selected candidates will be required to work nights, weekends and holidays.

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: 902-16-1263

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