



OFFICE OF THE DISTRICT ATTORNEY

Bronx County

Darcel D. Clark – District Attorney

JOB VACANCY NOTICE

CIVIL SERVICE TITLE: Community Assistant
FUNCTIONAL TITLE: Receptionist
TITLE CODE NO: 56056
BUREAU/WORK UNIT: Child Abuse/Sex Crimes
WORK LOCATION: 198 E. 161st Street, 5th Floor

LEVEL: N/A

HIRING RATE: \$29,391

SHIFT: M-F 9-5

NUMBER OF POSITIONS: 1

JOB SUMMARY:

Serve as the receptionist for the Child Abuse/Sex Crimes Bureau (CAS), the Crime Victims Assistance Unit (CVAU) and other Bronx DA staff on the 5th floor; greet and receive visitors and answer phone calls.

ESSENTIAL FUNCTIONS:

1. Ability to communicate effectively with members of the public and law enforcement
2. Check IDs and subpoenas of witnesses and walk-ins and direct them to the appropriate staff member, ensuring assistance is provided in a timely fashion
3. Answer all calls at the front desk and redirect calls to appropriate staff members

JOB RESPONSIBILITIES:

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

- Keep Assistant District Attorneys and Crime Victim staff informed about the arrival of their witnesses and victims
- Notify Assistant District Attorneys about the arrival of Police Officer witnesses and direct them to appropriate waiting areas if necessary
- Keep accurate and complete records of all witnesses in the bureau's log book
- Communicate with interpreter staff and help Assistant District Attorneys to secure the assistance of an interpreter whenever needed
- Perform all other bureau related duties as needed and assigned

PREFERRED EDUCATION AND EXPERIENCE/QUALIFICATIONS:

- **Associate's degree preferred or a High School diploma/GED and two years reception experience in a law firm, government agency, or other professional environment**
- Ability to speak and understand Spanish preferred
- Excellent customer service skills
- Ability to work in a fast-paced environment and to effectively multi-task
- Familiarity with the Criminal Justice system and general court services 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, 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: 08/08/2016

POST UNTIL: Filled

JVN: 902-16-1265

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