



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: Legal Assistant

TITLE CODE NO: 56057

HIRING RATE: \$38,183

BUREAU/WORK UNIT: Civil Litigation Bureau/Asset Forfeiture Unit

SHIFT: M-F, 9-5

WORK LOCATION: 198 East 161st Street, 10th Floor

NUMBER OF POSITIONS: 1

JOB SUMMARY:

The Asset Forfeiture Unit's purpose is to take the profit motive out of crime. Assets seized pursuant to drug related crimes or economic crimes lend themselves to forfeiture. The Unit maintains its own database, caseload, records filings and accounting. The applicant would serve as part administrative assistant, part office manager and part legal assistant in order to assist and support the attorneys in the effective functioning of the Unit.

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)
4. Attention to detail when performing data entry and administrative duties

JOB RESPONSIBILITIES:

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

- Maintaining Asset Forfeiture Unit's (AFU) internal database system; Inputting relevant information into AFU database and updating information
- Locating and copying files meeting AFU criteria from Narcotics, Investigation and individual ADAs
- On a daily basis review all cases in Narcotics to assess whether it meets AFU criteria
- Creating Unit files and updating folder tracking
- Generating waivers on appropriate cases; delivering waivers to ADAs; picking up signed waivers; inputting signed waiver information in AFU database
- Closing cases as appropriate
- Filing legal documents in Civil Supreme Court
- Performing other tasks/duties/responsibilities as needed

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 administrative support experience 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: 08/05/2016

POST UNTIL: Filled

JVN: 902-16-1266

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