



OFFICE OF THE DISTRICT ATTORNEY
Bronx County

Darcel D. Clark – District Attorney
JOB VACANCY NOTICE

CIVIL SERVICE TITLE: Community Associate
FUNCTIONAL TITLE: Administrative Assistant
TITLE CODE NO: 56057
BUREAU/WORK UNIT: Investigations Division
WORK LOCATION: 198 E 161st Street, 9th Floor

LEVEL: N/A
SALARY: \$47,000
HIRING RATE:
SHIFT: M-F, 9-5
NUMBER OF POSITIONS: 1

JOB SUMMARY:

Under supervision and with latitude for independent judgment and initiative, the Administrative Assistant will provide complex administrative support to the Executive Assistant District Attorney, Chief of the Investigations Division.

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 Chief of the Investigations Division on confidential administrative matters
- Organize the Division Chief's schedule and plan meetings and events at the request of the Division Chief
- Maintain and produce multiple computerized spreadsheets and reports as requested
- 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
- 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 administrative support experience
- 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: 08/05/2016

POST UNTIL: Filled

JVN: 902-16-1267

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