



## OFFICE OF THE DISTRICT ATTORNEY

**Bronx County**

*Darcel D. Clark – District Attorney*

### **JOB VACANCY NOTICE**

**CIVIL SERVICE TITLE:** Community Coordinator

**LEVEL:** N/A

**FUNCTIONAL TITLE:** Legal Assistant

**TITLE CODE NO:** 56058

**\*MINIMUM SALARY** \$48,895

**BUREAU/WORK UNIT:** Rikers Island Prosecution Bureau (“RPB”)

**ROTATING: MONDAY – FRIDAY**

**\*SALARY COMMENSURATE WITH EXPERIENCE**

**11 am to 7pm AND WEEKEND**

**ROTATION**

**WORK LOCATION:** 11-11 Hazen Street, East Elmhurst, NY 11370

**NUMBER OF POSITIONS: 2**

#### **JOB SUMMARY:**

Serve as a Legal Assistant at the Satellite Office of the Bronx District Attorney supporting the Rikers Island Prosecution Bureau (“RPB”).

#### **ESSENTIAL FUNCTIONS:**

1. The ability to meet deadlines and exercise discretion and maintain confidential matters.
2. Professionally communicate information and ideas in written words and sentences so the intended audience will understand.
3. The ability to correctly perform numerical operations, including but not limited to adding, subtracting, dividing, multiplying and finding percentages for use in the preparation and review of spreadsheets.
4. The ability to establish a method of execution to accomplish an assigned goal over a designated time period; including but not limited to, review of information, and identify possible impediments to completion and offer potential solutions.
5. New York State driver’s license with a minimum of two (2) years driving experience is required.

#### **JOB RESPONSIBILITIES:**

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

- Perform a variety of administrative, secretarial, and clerical duties for one or more assistant district attorneys.
- Prioritize and perform initial assessment of criminal cases including review of required Department of Correction reports and documentation.
- Manage the scheduling of witnesses for RPB cases.
- Utilize exceptional organization skills to assist in the categorization and tracking of all Department of Corrections related cases
- Coordinate with support members in the Bronx to maintain appropriate logs and records of RPB cases.
- Interacting with investigative staff, witnesses, executives and/or their staff, contractors, and outside agencies.
- Listen to and transcribe recorded media and create written chronologies for visual media.
- Maintain inventory and responsible for ordering supplies necessary for satellite office.
- Serve as a liaison to area hospitals and coordinate medical records for RPG cases.
- Serve Take Out Orders and Orders to Produce on Department of Corrections.
- Consult with Criminal and Supreme Court Clerks to obtain certificates of disposition when necessary
- Perform all bureau related duties as needed or assigned, including but not limited to, word processing of correspondence and confidential documents, updating computer-based tracking systems, recordkeeping, filing, document preparation and distribution, scheduling, and other duties as required.

#### **PREFERRED EDUCATION AND EXPERIENCE/QUALIFICATIONS:**

- **A baccalaureate degree preferred or a High School diploma/GED and a minimum of two (2) years prior work experience in a law firm, governmental agency, civic or community organization**
- Excellent computer skills including Microsoft Word and Excel as well as the ability and enthusiasm to learn in house applications
- Familiarity with the Criminal Justice system and general court services and functionalities

- Bi-lingual 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](mailto:BxDAHR@bronxda.nyc.gov)**

*Or, mail to:*

**Abigayle Erickson**

**Human Resources Unit**

**Office of the Bronx District Attorney**

**198 E 161<sup>st</sup> Street, 4<sup>th</sup> 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: 08/10/2016**

**POST UNTIL: Filled**

**JVN: 902-16-1268**

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