



## OFFICE OF THE DISTRICT ATTORNEY

**Bronx County**

**Darcel D. Clark – District Attorney**

### **JOB VACANCY NOTICE**

**CIVIL SERVICE TITLE: COMMUNITY ASSISTANT**

**LEVEL: N/A**

**FUNCTIONAL TITLE: Records Access Officer**

**TITLE CODE NO: 56057**

**STARTING RATE: \*\$30,273**

**\*SALARY COMMENSURATE WITH EXPERIENCE**

**BUREAU/WORK UNIT: Civil Litigation Bureau**

**SHIFT: M-F, 9-5**

**WORK LOCATION: 198 E 161<sup>st</sup> Street, 10<sup>th</sup> Floor**

**NUMBER OF POSITIONS: 1**

#### **JOB SUMMARY:**

The Records Access Officer is responsible for responding to record requests made pursuant to New York's the Freedom of Information Law or the federal Freedom of Information Act.

#### **ESSENTIAL FUNCTIONS:**

1. Excellent written and oral communication skills
2. Knowledge of Microsoft Excel and Word or WordPerfect
3. Strong customer service skill
4. Excellent organizational skills and meticulous attention to detail

#### **JOB RESPONSIBILITIES:**

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

- Corresponding with FOIL requestors to acknowledge their requests and keep them apprised of the status of their requests
- Placing orders to locate district attorney files within the office or in archives
- Drafting a written determination either to disclose or withhold certain records in accordance with FOIL
- Redacting privileged information from otherwise disclosable records
- Tabulating the reproduction cost of all records requested
- Copying and providing all disclosable records to the requestor upon payment
- Perform all other bureau related duties as needed and assigned

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

- **Associate's degree preferred a High School diploma/GED and two years experience in a law firm, government agency, or other professional environment**
- Past experience in a criminal justice or government agency preferred
- Familiarity with the Criminal Justice system and general court services strongly 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: 8/09/2016**

**POST UNTIL: Filled**

**JVN: 902-16-1269**

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