



**OFFICE OF THE DISTRICT ATTORNEY**  
**Bronx County**

**Darcel D. Clark – District Attorney**  
**JOB VACANCY NOTICE**

**CIVIL SERVICE TITLE:** Community Associate  
**FUNCTIONAL TITLE:** Trial Preparation Assistant  
**TITLE CODE NO:** 56057  
**BUREAU/WORK UNIT:** Conviction Integrity Unit  
**WORK LOCATION:** 198 E 161<sup>st</sup> Street, 10<sup>th</sup> Floor

**LEVEL:** N/A  
**HIRING RATE:**  
**SHIFT:** M-F, 9-5  
**NUMBER OF POSITIONS:** 1

**ABOUT THE UNIT:**

The Conviction Integrity Unit (CIU) is dedicated to improving the quality and integrity of prosecutions throughout the Office. CIU has two important functions. First, CIU reviews post-judgment claims of actual innocence and wrongful conviction in our most serious cases. The review is generally fact-based and extra-judicial. Second, CIU works closely with other areas of the Office to help implement and follow best practices in our current prosecution of cases, and to ensure compliance with all legal and ethical obligations.

**JOB SUMMARY:**

CIU is looking for a motivated individual to serve as a Trial Preparation Assistant (TPA) and support the unit's Assistant District Attorneys (ADAs) with all facets of case review, investigations and file organization.

**ESSENTIAL FUNCTIONS:**

1. Ability to maintain a strict order of confidentiality
2. Exceptional organizational skills and strong attention to detail
3. Excellent interpersonal, oral, and written communication skills
4. Proficient in Microsoft Office particularly Word and Outlook

**JOB RESPONSIBILITIES:**

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

- Create the unit's paper and electronic file by acquiring the closed case file, any decisions on the case, the appeals file, etc.
- Add pertinent information on each case to the CIU case tracking system
- Secure all necessary paperwork from other agencies including NYPD, FDNY, DOC, OCME, etc.
- Draft form correspondence
- 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**
- **A valid New York State driver's license with a minimum of two (2) years driving experience is required**
- Familiarity with general court services and functions
- Ability to work in a fast-paced high volume professional environment
- Ability to interact professionally with various city agencies
- Prior legal experience is 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:** 08/15/2016

**POST UNTIL:** Filled

**JVN:** 902-16-1271

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