



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: Case Aide

TITLE CODE NO: 56056

HIRING RATE: \$30,273

BUREAU/WORK UNIT: Trial Bureau 50

SHIFT: M-F 9-5

WORK LOCATION: 198 E 161st Street

NUMBER OF POSITIONS: 3

JOB SUMMARY:

Serve as a Case Aide in Trial Bureau 50 performing administrative duties in support of the bureau.

ESSENTIAL FUNCTIONS:

1. Familiarity and experience with Microsoft Word and Excel
2. Excellent written and oral communication skills
3. A valid New York State driver's license with a minimum of two (2) years of driving experience in required and must be maintained for the duration of employment

JOB RESPONSIBILITIES:

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

- Type court orders, motions, letters, and memos
- Type and prepare affidavits of service
- Perform general data entry and administrative duties in support of the bureau
- Contact various witnesses for Assistant District Attorneys (ADAs)
- Help prepare hearing/trial exhibits and discovery for trial
- Serve subpoenas and pick up documents and property from various city agencies
- All other duties as assigned

PREFERRED EDUCATION AND EXPERIENCE/QUALIFICATIONS:

- An Associate's degree preferred or a High School diploma/GED *and* a minimum of two (2) years working experience in a law firm, governmental agency, civic or community organization
- Ability to work in a fast-paced environment
- Familiarity with general court services

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, 10th 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: 8/29/2016

POST UNTIL: Filled

JVN: 902-16-1275

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