



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

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

**CIVIL SERVICE TITLE:** Community Assistant  
**FUNCTIONAL TITLE:** Case Aide  
**TITLE CODE NO:** 56056  
**BUREAU/WORK UNIT:** Trial Bureau 60  
**WORK LOCATION:** 215 E 161<sup>st</sup> Street

**LEVEL:** N/A  
**HIRING RATE:** \$30,273  
**SHIFT:** M-F 9-5  
**NUMBER OF POSITIONS:** 3

**JOB SUMMARY:**

Serve as a Case Aide in Trial Bureau 60 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)
- Serve subpoenas and pick up documents and property from various city agencies
- Retrieve and deliver case folders to court and within the office
- 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](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, 10<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:** 8/31/2016

**POST UNTIL:** Filled

**JVN:** 902-16-1276

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