



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 70

SHIFT: M-F 9-5

WORK LOCATION: 198 E 161st Street

NUMBER OF POSITIONS: 1

JOB SUMMARY:

Serve as a Case Aide in Trial Bureau 70 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: 8/31/2016

POST UNTIL: Filled

JVN: 902-16-1277

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