



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

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

**CIVIL SERVICE TITLE:** Community Associate  
**FUNCTIONAL TITLE:** Legal Assistant  
**TITLE CODE NO:** 56057  
**BUREAU/WORK UNIT:** Trial Bureau 20  
**WORK LOCATION:** 198 E 161<sup>st</sup> Street

**LEVEL:** N/A  
**HIRING RATE:** \$38,183  
**SHIFT:** M-F 9-5  
**NUMBER OF POSITIONS:** 2

**JOB SUMMARY:**

Support multiple Assistant District Attorneys in Trial Bureau 20.

**ESSENTIAL FUNCTIONS:**

1. Ability to effectively organize caseloads from multiple ADAs and meet various deadlines for each case
2. Excellent written, oral, and interpersonal communication skills used to contact various agencies including NYPD personnel and civilian witnesses
3. Excellent computer skills including knowledge of Microsoft Word and Excel
4. A valid New York State driver's license with a minimum of two (2) years of driving experience

**JOB RESPONSIBILITIES:**

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

- Prepare and file legal documents with Court and defense bar, including, but not limited to, statements of readiness, supporting depositions, lab reports and DMV records
- Obtain necessary documents from various agencies including NYPD, Medical Examiner's Office, DMV, FDNY, various local hospitals, etc.
- Prepare, redact and copy discovery for defense attorneys
- 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 of driving experience is required**
- Ability to work in a fast paced environment

*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:** 902-16-1278

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