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 40
WORK LOCATION: 198 E 161st 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 40.

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

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: 902-16-1280

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