



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

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

<b>CIVIL SERVICE TITLE:</b> Community Assistant	<b>LEVEL:</b> N/A
<b>FUNCTIONAL TITLE:</b> Court Clerk (Part H77)	
<b>TITLE CODE NO:</b> 56056	<b>HIRING RATE:</b> \$30,273
<b>BUREAU/WORK UNIT:</b> Trial Division	<b>SHIFT:</b> M-F 9-5
<b>WORK LOCATION:</b> 198 East 161 <sup>st</sup> Street/Hall of Justice, 265 East 161 <sup>st</sup> Street	<b>NUMBER OF POSITIONS:</b> 1

**JOB SUMMARY:**

Provide administrative support for the bureau in the courtroom while interacting with Assistant District Attorneys (ADAs), Judges, and court staff.

**ESSENTIAL FUNCTIONS:**

1. Ability to effectively and professionally communicate with court staff and judges
2. Excellent time management skills
3. Strong desire and ability to multi-task in a fast paced environment

**JOB RESPONSIBILITIES:**

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

- Prepare and update both electronic and handwritten Orders of Protection during court appearances in a busy courtroom setting
- Prepare and mail letters and Orders of Protection to witnesses on a daily basis
- Assist ADAs with courtroom tasks when needed
- Transport sorted file folders from courtroom to office
- Distribute sorted files to appropriate locations
- Prepare next day's court calendar for the ADAs and for courtroom use
- Assist with other division tasks and perform 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**
- Basic computer skills including familiarity with Microsoft Office Suite
- Strong attention to detail
- Ability to take initiative to implement systems to ensure that work is done both accurately and efficiently

*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:** 902-16-1284

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