



OFFICE OF THE DISTRICT ATTORNEY
Bronx County

Darcel D. Clark – District Attorney
JOB VACANCY NOTICE

CIVIL SERVICE TITLE: Community Assistant
FUNCTIONAL TITLE: Indictment Clerk
TITLE CODE NO: 56056
BUREAU/WORK UNIT: Trial Division
WORK LOCATION: 265 E 161st Street

LEVEL: N/A
HIRING RATE: \$30,273
SHIFT: M-F, 9-5
NUMBER OF POSITIONS: 1

JOB SUMMARY:

The Indictment Clerk will provide administrative support for all indictments for the Trial Division.

ESSENTIAL FUNCTIONS:

1. Ability to effectively and professionally communicate with court and agency staff
2. Excellent time management skills
3. Familiarity and experience with Microsoft Word

JOB RESPONSIBILITIES:

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

- Logs all:
 - Grand Jury action taken in the six Grand Jury panels each day.
 - Indictments that are to be filed each day in the Grand Jury log book.
 - Warrants, dismissals, pleas and Prosecutor's Information.
- Prepares case folders for various bureaus
- Informs Assistant District Attorneys when forms are missing.
- Informs supervisors of outstanding cases when the Grand Jury panels end.
- Informs Court Officers to pick up indictments to be filed with the court.
- 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**
- Strong attention to detail
- Familiarity with the Criminal Justice System and general court services preferred

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: 902-16-1286

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