



OFFICE OF THE DISTRICT ATTORNEY

Bronx County

Darcel D. Clark – District Attorney

JOB VACANCY NOTICE

CIVIL SERVICE TITLE: Community Associate
FUNCTIONAL TITLE: Trial Preparation Assistant
TITLE CODE NO: 56057
BUREAU/WORK UNIT: Trial Division
WORK LOCATION: 198 East 161st Street

LEVEL: N/A
HIRING RATE: \$38,183
SHIFT: M-F 9-5
NUMBER OF POSITIONS: 1

JOB SUMMARY:

The Trial Preparation Assistant will be responsible for assisting the division's Assistant District Attorneys (ADAs) with all facets of case and trial preparation specifically for the bureau's gun cases

ESSENTIAL FUNCTIONS:

1. Work closely with ADAs to prepare for hearings and trials on all the bureau's gun cases and maintain statistics on those cases
2. Excellent written, oral, and interpersonal communication skills
3. Field work involving traveling to other agencies to acquire documents and evidence; a valid New York State driver's license with a minimum of two (2) years driving experience is required

JOB RESPONSIBILITIES:

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

- DNA motion practice
- Track all gun cases and perform statistical analysis
- Secure, copy, and redact all discovery
- Request and listen to Riker's calls
- Locate, notify, and assist witnesses
- Secure all necessary paperwork from other agencies including NYPD, FDNY, DOC, OCME, etc.
- File motions
- Legal research
- All other duties as assigned

QUALIFICATION REQUIREMENTS/PREFERRED SKILLS:

- 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 driving experience is required
- Strong computer skills including general proficiency in Microsoft Word and Excel
- Familiarity with general court services and functions
- Ability to work in a fast-paced high volume professional environment
- Ability to interact professionally with various city agencies
- Prior legal experience is 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
Recruitment Specialist
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: 08/31/2016

POST UNTIL: Filled

JVN: 902-16-1287

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