



OFFICE OF THE DISTRICT ATTORNEY
Bronx County

Darcel D. Clark – District Attorney
JOB VACANCY NOTICE

CIVIL SERVICE TITLE: Community Assistant
FUNCTIONAL TITLE: Case Aide
TITLE CODE NO: 56056
BUREAU/WORK UNIT: Domestic Violence
WORK LOCATION: 198 East 161st Street

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

JOB SUMMARY:

Assist Assistant District Attorneys (ADAs) with court preparation including drafting court orders and requesting court documents

ESSENTIAL FUNCTIONS:

1. Perform field work including traveling to other agencies and courts
2. A valid New York State driver's license with a minimum of two (2) years of driving experience is required
3. Ability to effectively communicate with outside agencies including NYPD, ACS, hospitals, etc.

JOB RESPONSIBILITIES:

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

- Following up on subpoenas
- Submitting requests for 911 calls
- Requesting and retrieving evidence for trial
- Prepare and mail letters and Orders of Protection to witnesses on a daily basis
- Greet, screen, and log in all visitors and cover front desk reception as needed
- Assist with other bureau tasks and perform all other duties as assigned

PREFERRED EDUCATION AND EXPERIENCE/QUALIFICATIONS:

- Associate's degree preferred or a High School diploma/GED and experience in community work or community centered activities
- A valid New York State driver's license with a minimum of two (2) years of driving experience is required
- Familiarity with the Criminal Justice system and/or general court procedures
- Ability to work in a fast-paced environment
- Independent initiative and a strong attention to detail

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: 09/02/2016

POST UNTIL: Filled

JVN: 902-16-1288

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