



OFFICE OF THE DISTRICT ATTORNEY
Bronx County

Darcel D. Clark – District Attorney
JOB VACANCY NOTICE

CIVIL SERVICE TITLE: Community Assistant
FUNCTIONAL TITLE: Information Officer
TITLE CODE NO: 56056
BUREAU/WORK UNIT: Security
WORK LOCATION: 198 E 161st Street

LEVEL: N/A
HIRING RATE: \$33,800
SHIFT: Varies
NUMBER OF POSITIONS: 2

JOB SUMMARY:

Information Officers are responsible staffing the front desk and ensuring proper visitor screening procedures are followed.

ESSENTIAL FUNCTIONS:

1. Ability to communicate effectively with members of the public and law enforcement
2. Excellent customer service skills
3. Ability to work in a fast-paced environment

JOB RESPONSIBILITIES:

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

- Provide general information and direct visitors to destinations in a courteous and professional manner.
- Guarantee the compliance and completeness of visitor sign-in logs.
- Perform inquiries into case-related information via computer terminal to assist visitors.
- Request proper identification and direct visitors to appropriate staff for pre-entry screening.
- Notify supervisor of any unusual occurrences.
- Perform related duties as necessary, including assisting visitors with general information relating to court offices and service locations.

PREFERRED EDUCATION AND EXPERIENCE/QUALIFICATIONS:

- Associate's degree preferred or a High School diploma/GED and two years security experience in a law firm, government agency, or other professional environment
- Bilingual strongly preferred
- Familiarity with general court services

Note: Due to the necessary service needs of this position, the selected candidate will be required to work nights, weekends and holidays. Additionally, due to a 24 hour staffing requirement selected candidate may be subject to a telephone recall

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: 902-16-1289

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