



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

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

**CIVIL SERVICE TITLE:** Community Associate  
**FUNCTIONAL TITLE:** Weekend Desktop Support Technician  
**TITLE CODE NO:** 56057  
**BUREAU/WORK UNIT:** Information Technology  
**WORK LOCATION:** 215 E 161<sup>st</sup> Street

**LEVEL:** N/A  
**HIRING RATE:** \$22.54/hour  
**SHIFT:** Weekends  
**NUMBER OF POSITIONS:** 1

**JOB SUMMARY:**

Provide the Complaint Room with desktop support on Saturdays and Sundays.

**ESSENTIAL FUNCTIONS:**

1. Provide desktop support for approximately 1100 nodes
2. Install and maintain MS Windows, MS Office – Word, Excel, Access, PowerPoint; Video codec
3. Support in-house applications
4. Demonstrate proficiency in TCP/IP, DHCP, SMTP, HTTP, FTP

**JOB RESPONSIBILITIES:**

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

- Install, configure, and support HP workstations, HP printers, switches, IP phones
- Provide all other related support functions as required or assigned

**PREFERRED EDUCATION AND EXPERIENCE/QUALIFICATIONS:**

- **Baccalaureate degree preferred or High School diploma/GED and prior desktop support experience**
- Excellent customer service skills and the ability to organize information in a concise manner
- Ability to work in a fast-paced environment
- A+ and Network Plus certifications preferred
- A valid New York State driver's license with a minimum of two (2) years of driving 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](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: 10/12/2016**

**POST UNTIL: Filled**

**JVN: 902-16-1290**

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