



OFFICE OF THE DISTRICT ATTORNEY
Bronx County

Darcel D. Clark – District Attorney
JOB VACANCY NOTICE

CIVIL SERVICE TITLE: Community Assistant
FUNCTIONAL TITLE: Clerical Assistant of Litigation Training
TITLE CODE NO: 56056
BUREAU/WORK UNIT: Litigation Training Unit
WORK LOCATION: 198 E 161st Street, 3rd Floor

LEVEL: N/A
HIRING RATE: \$29,391
SHIFT: M-F, 9-5
NUMBER OF POSITIONS: 1

JOB SUMMARY:

Provide administrative support to the Litigation Training Unit.

ESSENTIAL FUNCTIONS:

1. Excellent written, oral, and interpersonal communication skills
2. Exceptional organizational skills and strong attention to detail
3. Proficient in Microsoft Office particularly Word, Excel, and Outlook

JOB RESPONSIBILITIES:

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

- Answering telephones, photocopying, mailing, filing, typing and collecting/compiling/preparing written material for training programs.
- Set up student training shelves, Prepare faculty affirmations and worksheets.
- Provide support to other support staff personnel on an as needed basis.
- Type program certificates and data enter certificates for students and faculty.
- Assist in Preparing and conducting training programs as needed.
- 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
- Ability to work in a fast-paced environment
- Excellent telephone etiquette

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: 09/06/2016

POST UNTIL: Filled

JVN: 902-16-1292

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