



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: Child Abuse/Sex Crimes
WORK LOCATION: 198 E 161st Street, 5th Floor

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

JOB SUMMARY:

Support Assistant District Attorneys (ADAs) with all aspects of Child Abuse and Sex Crime investigations and trials.

ESSENTIAL FUNCTIONS:

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

JOB RESPONSIBILITIES:

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

- Communicate with and acquire documents from other agencies such as NYPD, ACS, OCME, and hospitals
- Compile, analyze, redact, and reproduce case documents
- Draft legal documents such as Motion Responses, Legal Memorandums, Search Warrants, Subpoenas, and Orders to Produce
- Perform legal research
- Engage in witness contact and communication
- Secure corroborating affidavits
- Obtain and evaluate computer and phone records, including social media communications and cell site information
- Secure, listen to, and transcribe phone calls from the Corrections Department
- Travel outside the office to other locations and agencies
- All other duties as assigned

PREFERRED EDUCATION AND EXPERIENCE/QUALIFICATIONS:

- A baccalaureate degree preferred or a high school diploma with two (2) years of 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 of driving experience is required
- Ability to work in a fast-paced environment
- Familiarity with general court services and functions
- Working knowledge of social media sites (e.g. Facebook, Twitter, Instagram, etc.) preferred
- Fluency in foreign languages 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

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: 09/12/2016

POST UNTIL: Filled

JVN: 902-16-1294

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