



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

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

JOB SUMMARY:

Responsible for the routing of cases for the Child Abuse/Sex Crimes Bureau and obtaining, securing, and preparing documents and evidence for Assistant District Attorneys in the bureau.

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 and must be maintained for the duration of employment**
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:

- Daily file drop off and collection amongst all three buildings (198, 215, and 265)
- Interagency contact: obtain police reports, medical records, Rikers phone calls
- Field work when necessary: NYPD Property, various hospitals, OCME, other agencies
- Prepare discovery for defense: conferring with ADAs, redacting, copying
- Create legal documents and obtain judge's signatures: i.e. Orders to Produce, Subpoenas
- Bureau coverage: i.e. front desk, court parts
- Assist 2221 Unit when needed
- 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**
- 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, 4th 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: 09/13/2016

POST UNTIL: Filled

JVN: 902-16-1295

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