



## 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:** Rikers Island Prosecution Bureau (“RPB”)

**WORK LOCATION:** 198 East 161<sup>st</sup> Street

**LEVEL:** N/A

**HIRING RATE:** \$37,144

**SHIFT:** M-F 9-5

**NUMBER OF POSITIONS:** 7

#### **JOB SUMMARY:**

The Trial Preparation Assistant will be responsible for assisting the RPB Assistant District Attorneys (ADAs) with all facets of investigation, grand jury presentation, hearing and trial preparation.

#### **ESSENTIAL FUNCTIONS:**

1. Work closely with ADAs to obtain evidence and review investigations.
2. Work closely with ADAs to prepare for cases for grand jury presentations, hearings and trials on all the bureau’s cases.
3. Maintain any required statistic and tracking information on cases assigned to RPB
4. Excellent written, oral, and interpersonal communication skills
5. Field work involving traveling to, among other places, the satellite office on Rikers Island and other agencies to acquire documents and evidence; **a valid New York State driver’s license with a minimum of two (2) years driving experience is required.**

#### **JOB RESPONSIBILITIES:**

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

- Manage the scheduling of witnesses and coordination of witness movement when at the office and in court
- Interacting with investigative staff, witnesses, executives and/or their staff, contractors, and outside agencies
- Assist with requesting and reviewing of evidence, including but not limited to, hospital records, audio and video media, and financial spreadsheets
- Listen to and transcribe recorded media and create written chronologies for visual media
- Serve Take Out Orders and Orders to Produce on Department of Corrections
- Consult with Criminal and Supreme Court Clerks to obtain certificates of disposition when necessary
- Secure, copy, and redact all discovery
- File motions
- Legal research
- Perform all bureau related duties as needed or assigned, including but not limited to, word processing of correspondence and confidential documents, updating computer-based tracking systems, recordkeeping, filing, document preparation and distribution, scheduling, and other duties as required

#### **QUALIFICATION REQUIRMENTS/PREFERRED SKILLS:**

- **A baccalaureate degree preferred or a High School diploma/GED and prior work experience in a law firm, governmental agency, civic or community organization**
- Strong computer skills including general proficiency in Microsoft Word and Excel
- Familiarity with general court services and functions
- Ability to work in a fast-paced high volume professional environment
- Ability to interact professionally with various city agencies
- Prior legal 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**

**Recruitment Specialist**

**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:** 09/13/2016

**POST UNTIL:** Filled

**JVN:** 902-16-1296

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