



## OFFICE OF THE DISTRICT ATTORNEY

### Bronx County

*Darcel D. Clark – District Attorney*

### **JOB VACANCY NOTICE**

**CIVIL SERVICE TITLE:** Community Associate  
**FUNCTIONAL TITLE:** Assistant to the Bureau Chief

**TITLE CODE NO:** 56057

**BUREAU/WORK UNIT:** Rikers Island Prosecution Bureau (“RPB”)

**WORK LOCATION:** 198 E 161<sup>st</sup> Street, 6<sup>th</sup> Floor

**LEVEL:** N/A

**HIRING RATE:** \$38,183

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

**NUMBER OF POSITIONS:** 1

#### **JOB SUMMARY:**

Under the supervision of the Bureau Chief and with latitude for independent judgment and initiative, the Assistant to the Bureau Chief of the RPB will provide complex administrative support.

#### **ESSENTIAL FUNCTIONS:**

1. Ability to maintain a strict order of confidentiality and handle issues in a discreet manner
2. Excellent interpersonal, oral, and written communication skills
3. Exceptional organizational skills and strong attention to detail
4. Proficient in Microsoft Office particularly Word, Excel, and Outlook

#### **JOB RESPONSIBILITIES:**

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

- Work closely with the Bureau Chief, Deputy Bureau Chief and Supervising ADA on confidential administrative matters
- Organize the Bureau Chief’s schedule and plan meetings and events at the request of the Bureau Chief
- Serve as liaison to Executive Staff in communicating issues to the Bureau Chief
- Coordinate designated duties and responsibilities with the support staff of RPB
- Assist Bureau Chief with time and leave requests and the completion of quarterly evaluations for new employees
- Maintain and produce multiple computerized spreadsheets and reports as requested
- Serve as liaison to a variety of internal and external resources, providing timely and accurate information
- Answer and screen telephone calls by determining the nature of the request and responding appropriately
- Prepare court calendars, affidavits of service, and other legal notices when necessary
- All other duties as assigned

#### **PREFERRED EDUCATION AND EXPERIENCE/QUALIFICATIONS:**

- **A baccalaureate degree preferred or a High School diploma/GED and prior work experience in a law firm, governmental agency, civic or community organization**
- Prior supervisory experience preferred
- Ability to work a flexible schedule in a fast-paced environment
- Familiarity with general court services and functionalities
- Excellent customer service skills

*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:** 10/17/2016

**POST UNTIL:** Filled

**JVN:** 902-16-1297

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