



OFFICE OF THE DISTRICT ATTORNEY
Bronx County

Darcel D. Clark – District Attorney
JOB VACANCY NOTICE

CIVIL SERVICE TITLE: Community Associate

LEVEL: N/A

FUNCTIONAL TITLE: Legal Assistant

TITLE CODE NO: 56057

HIRING RATE: \$38,183

BUREAU/WORK UNIT: Narcotics

SHIFT: M-F, 9-5

WORK LOCATION: 215 E 161st Street

NUMBER OF POSITIONS: 1

JOB SUMMARY:

Support Assistant District Attorneys (ADAs) with all aspects of Narcotics trial preparation.

ESSENTIAL FUNCTIONS:

1. Ability to effectively organize caseloads from multiple ADAs and meet various deadlines for each case
2. Excellent written, oral and interpersonal communication skills used to contact various agencies including NYPD personnel and civilian witnesses
3. Excellent computer skills including knowledge of Microsoft Word, Excel and PowerPoint
4. 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

JOB RESPONSIBILITIES:

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

- Assist ADAs with writing and filing motions and Statements of Readiness on pending matters
- Redact and copy Voluntary Discovery for defense attorneys as requested
- Organize and maintain indictment folders
- Conduct legal research on both pretrial and trial issues of law as requested by ADAs
- Notify police personnel and civilian witness and keep in touch with said witnesses as directed by ADAs
- Maintain contact with defense attorneys and court personnel regarding various legal matters as directed by ADAs
- Contact state and federal correctional facilities with a view towards locating and producing inmates and completing and filing Orders to Produce
- Respond to Parole and Probation inquiries at the direction of the ADA requesting the People's position with regard to upcoming parole and probation hearings
- Reach out to grand jury forepersons in a timely fashion so that indictment paperwork is properly signed and filed
- Reach out to those witnesses necessary to complete affidavit with a view towards converting the Criminal Court Complaint to an Information
- Communicate with ADAs both in and out of court including assisting at hearing and trial as needed
- All other duties as assigned

PREFERRED EDUCATION AND EXPERIENCE/QUALIFICATIONS:

- **A baccalaureate degree preferred or a High School diploma/GED and a minimum of two (2) years prior work experience in a law firm, governmental agency, civic or community organization**
- Leadership skills and ability to exhibit dependability and good judgment
- Highly motivated and personally driven to produce and succeed in an environment that requires teamwork and accountability

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: 10/03/2016

POST UNTIL: Filled

JVN: 902-16-1298

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