



**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:** Gangs Major Case  
**WORK LOCATION:** 198 E 161<sup>st</sup> Street, 7<sup>th</sup> 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 investigations and trial preparation.

**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 four (4) 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 and must be maintained for the duration of employment
- 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](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:** 09/21/2016

**POST UNTIL:** Filled

**JVN:** 902-16-1299

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