



**OFFICE OF THE DISTRICT ATTORNEY**  
**Bronx County**  
*Darcel D. Clark – District Attorney*  
**JOB VACANCY NOTICE**

**CIVIL SERVICE TITLE:** Community Service Aide  
**FUNCTIONAL TITLE:** Case Aide  
**TITLE CODE NO:** 52406  
**BUREAU/WORK UNIT:** Domestic Violence Complaint Unit  
**WORK LOCATION:** 198 E. 161<sup>st</sup> Street, 2<sup>nd</sup> Floor

**LEVEL:** N/A  
**HIRING RATE:** \$27,331  
**SHIFT:** Weekday/Weekends/  
Nights/Holidays  
**NUMBER OF POSITIONS:** 2

**JOB SUMMARY:**

Most prosecutions begin in the Complaint Room. That unit is in operation 24 hours a day, 7 days per week, every day of the year, and support staff works night, weekend and holiday shifts. The Domestic Violence Complaint Unit is a division of the Complaint Room designed to provide services to victims of domestic violence; the Case Aide will perform time sensitive case preparation functions for Assistant District Attorneys assigned to the Domestic Violence Bureau. The Case Aide also may be required to perform case preparation functions in the District Attorney's Main Complaint Room as well for Assistant District Attorneys in the Trial and Investigations Divisions.

**ESSENTIAL FUNCTIONS:**

1. Strong ability to multi-task various assignments at one time
2. Exceptional organizational skills and ability to work in a fast paced environment
3. Excellent communication skills, and the ability to obtain and organize information expeditiously and in a concise manner

**JOB RESPONSIBILITIES:**

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

- Process all cases accurately and in a timely fashion
- Receive all arrest paperwork from NYPD and separate cases based on the availability of witnesses, as well as the severity of the charges
- Coordinate with ADAs and managers
- Screen all arrest paperwork submitted to the DA's office and scan all paperwork into complaint tracking system
- Monitor the "arrest to complaint received" time frame in order to ensure that cases are handled expeditiously
- Obtain criminal history (RAP sheet) and other related paperwork for all arrested individuals
- Handle incoming phone calls and route appropriately
- Communicate with the NYPD to gather police paperwork and confirm Arresting Officer and victim availability for the drafting of cases, documenting all interactions
- Refer victims to appropriate service providers when appropriate
- Submit all completed cases to e-arraignments expeditiously
- Break down folders and prepare papers for ADAs in arraignment part
- Perform all other duties as assigned

**PREFERRED EDUCATION AND EXPERIENCE/QUALIFICATIONS:**

- **A High School diploma or equivalent**
- Familiarity with general court services and functions preferred

**Note:** Due to the necessary service needs of this position, the selected candidates will be required to work weekends, nights and holidays.

*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:** 09/26/2016

**POST UNTIL:** Filled

**JVN:** 902-16-1301

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