



OFFICE OF THE DISTRICT ATTORNEY
Bronx County

Darcel D. Clark – District Attorney
JOB VACANCY NOTICE

CIVIL SERVICE TITLE: Community Associate
FUNCTIONAL TITLE: Community Engagement Coordinator
TITLE CODE NO: 56057
BUREAU/WORK UNIT: Community Affairs Unit
WORK LOCATION: 198 E 161st St

LEVEL: N/A
HIRING RATE: \$50,000
SHIFT: Varies
NUMBER OF POSITIONS: 1

JOB SUMMARY:

Serve as a liaison to the community on behalf of the District Attorney by coordinating, scheduling and participating in a variety of outreach activities including community meetings, special interest outreach and other public engagement activities.

ESSENTIAL FUNCTIONS:

1. Excellent interpersonal and communication skills
2. Ability to manage time effectively
3. Ability to work under pressure
4. Strong organizational skills
5. Proficient in Microsoft Office Suite (PowerPoint, Word, Publisher), Prezi, Adobe Pro

JOB RESPONSIBILITIES:

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

- Coordinate, promote and schedule groups for the Adult Workshop Series.
- Work directly with critical community initiatives such as Drug Free Coalitions, Gun Buy Backs, City Agency Task Forces, Take Your Child to Work, National Night Out, as well as other pertinent programs.
- Prepare for the above events by attending meetings, maintaining inventory and securing space and speakers when appropriate.
- Interface with appropriate speakers to confirm participation in workshops.
- Coordinate and execute special events and initiatives.
- Assist with special events and projects as designated by the Director.

Note: Due to the necessary service needs of this position, the incumbent will be required to work a flexible schedule, including occasional nights and weekends.

PREFERRED EDUCATION AND EXPERIENCE/QUALIFICATIONS:

- **A baccalaureate degree and 5 years of experience working in community relations, public affairs or a related field OR a high school diploma and 10 years' experience working in community relations, public affairs or a related field.**
- Ability to work under pressure in a fast paced environment
- Bilingual preferred
- Driver's license with a minimum of two (2) years driving experience 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

Or, mail to:

Abigayle Erickson

Human Resources Unit

Office of the Bronx District Attorney

198 E 161st Street, 4th 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: 06/27/2016

POST UNTIL: Filled

JVN: 902-16-1252

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OFFICE OF THE DISTRICT ATTORNEY
Bronx County

Darcel D. Clark – District Attorney
JOB VACANCY NOTICE

CIVIL SERVICE TITLE: Community Associate
FUNCTIONAL TITLE: Program Coordinator
TITLE CODE NO: 56057
BUREAU/WORK UNIT: Community Affairs Unit
WORK LOCATION: 198 E 161st Street

LEVEL: N/A
HIRING RATE: \$37,144
SHIFT: Varies
NUMBER OF POSITIONS: 1

ABOUT THE PROGRAM:

CONCEPT (Creating Opportunities Necessary to Create Empowered Positive Teens) is a comprehensive, crime-preventative curriculum that offers pre-adolescent children the opportunity to learn essential skills that will help them achieve the following objectives: attain and maintain positive relationships with peers and authority figures, develop a realistic view of crime, and make better decisions. As a component of the academic schedule of the school, the program operates one day a week from twelve to twenty-six weeks. The coordinator will be in as many as 3-5 schools/locations per week. Throughout the course, students receive classroom instruction, acquire academic enrichment and participate in diverse-learning activities.

ESSENTIAL FUNCTIONS:

1. Excellent interpersonal and communication skills
2. Ability to manage time effectively
3. Strong organizational skills
4. Proficient in Microsoft Office Suite (PowerPoint, Word, Excel), Prezi
5. Ability to research current events and trends for use in curriculum and workshop presentations

JOB RESPONSIBILITIES:

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

- Facilitate the CONCEPT program at public and parochial schools
- Research CONCEPT curriculum items
- Administer CONCEPT supplemental programming for parents, educators, and community groups
- Responsible for outreach to schools and community based organizations
- Responsible for the data analysis of pre and post tests administered during the CONCEPT program
- Assist with general Community Affairs activities
- Perform all other duties as assigned

Note: Due to the necessary service needs of this position, the incumbent will be required to work a flexible schedule, including occasional nights and weekends.

PREFERRED EDUCATION AND EXPERIENCE/QUALIFICATIONS:

- A baccalaureate degree preferred or a High School diploma and experience involving community-centered activities.
- Experience working with middle school students
- Ability to work under pressure in a fast paced environment
- Bilingual preferred
- Driver's license with a minimum of two (2) years driving experience preferred

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Human Resources Unit

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POST DATE: 06/27/2016

POST UNTIL: Filled

JVN: 902-16-1251

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OFFICE OF THE DISTRICT ATTORNEY
Bronx County

Darcel D. Clark – District Attorney
JOB VACANCY NOTICE

CIVIL SERVICE TITLE: Community Assistant

LEVEL: N/A

FUNCTIONAL TITLE: Data Entry Clerk

TITLE CODE NO: 56056

HIRING RATE: \$29,391

BUREAU/WORK UNIT: Child Abuse/Sex Crimes – 22/21 Unit

SHIFT: M-F 9-5

WORK LOCATION: 198 E 191st St, 5th Floor

NUMBER OF POSITIONS: 1

JOB SUMMARY:

Responsible for Data Entry and routing of approximately 4,000 suspected child abuse reports received from the Administration of Children's Services (ACS) on a yearly basis.

ESSENTIAL FUNCTIONS:

1. Excellent interpersonal and communication skills and the ability to organize information in a concise manner
2. Strong data entry skills
3. Demonstrated command of Microsoft Office Suite including Word and Excel

JOB RESPONSIBILITIES:

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

- Receiving, cataloging and entering all ACS reports into Child Abuse database
- Distribute the cases to the legal assistants assigned to the Child Abuse Response Team within the Child Abuse/Sex Crimes Bureau (CAS) in a timely, efficient manner.
- Provide assistance to the Assistant District Attorneys (ADAs) in obtaining reports from ACS, Office of the Medical Examiner (OCME) and hospitals.
- Close out reports, scan documents and file them at the conclusion of the investigation.
- Responsible for collecting monthly statistics from each paralegal and providing a report to the supervisor and coordinator.

PREFERRED EDUCATION AND EXPERIENCE/QUALIFICATIONS:

- Associates degree preferred or a high school diploma or equivalent and a minimum of two (2) years experience in community work or community centered activities.
- Ability to multi-task various assignments at one time, as well as possess excellent time management skills.
- Ability to work in a fast-paced environment.

To apply, please submit your resume/cover letter to the following address. Please include the Job Vacancy Number (JVN):

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Or, mail to:

Abigayle Erickson

Human Resources Unit

Office of the Bronx District Attorney

198 E 161st Street, 4th 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.
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POST DATE: 06/24/2016

POST UNTIL: Filled

JVN: 902-16-1250

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OFFICE OF THE DISTRICT ATTORNEY
Bronx County

Darcel D. Clark – District Attorney
JOB VACANCY NOTICE

CIVIL SERVICE TITLE: Community Assistant
FUNCTIONAL TITLE: Case Aide
TITLE CODE NO: 56056
BUREAU/WORK UNIT: Trial Bureau 30/40
WORK LOCATION: 198 E 161st Street

LEVEL: N/A
HIRING RATE: \$29,391
SHIFT: M-F 9-5
NUMBER OF POSITIONS: 3

JOB SUMMARY:

Serve as a Case Aide in Trial Bureau 30/40 performing administrative duties in support of the bureau.

ESSENTIAL FUNCTIONS:

1. Familiarity and experience with Microsoft Word and Excel
2. Excellent written and oral communication skills
3. A valid New York State driver's license with a minimum of two (2) years of driving experience in required and must be maintained for the duration of employment

JOB RESPONSIBILITIES:

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

- Type court orders, motions, letters, and memos
- Type and prepare affidavits of service
- Perform general data entry and administrative duties in support of the bureau
- Contact various witnesses for Assistant District Attorneys (ADAs)
- Help prepare hearing/trial exhibits and discovery for trial
- Serve subpoenas and pick up documents and property from various city agencies
- All other duties as assigned

PREFERRED EDUCATION AND EXPERIENCE/QUALIFICATIONS:

- **An Associate's degree preferred or a High School diploma/GED and a minimum of two (2) years working experience in a law firm, governmental agency, civic or community organization**
- Ability to work in a fast-paced environment
- Familiarity with general court services

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Abigayle Erickson

Human Resources Unit

Office of the Bronx District Attorney

198 E 161st Street, 4th Floor, Bronx, NY 10451

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POST DATE: 6/23/2016

POST UNTIL: Filled

JVN: 902-16-1249

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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: \$37,144

BUREAU/WORK UNIT: Child Abuse/Sex Crimes – 22-21 Unit

SHIFT: M-F 9-5

WORK LOCATION: 198 East 161st Street

NUMBER OF POSITIONS: 1

JOB SUMMARY:

Work on a team of Legal Assistants responsible for investigating reports of suspected child abuse generated from the Administration for Children's Services.

ESSENTIAL FUNCTIONS:

1. Ability to utilize excellent written, oral, and interpersonal communication skills to effectively relate to all levels of the bureau and acquire information from outside agencies
2. Strong team player attitude
3. Manage a heavy case load and high volume of reports through continuous follow-up and excellent organization

JOB RESPONSIBILITIES:

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

- Receive daily reports of incidences of suspected child abuse
- Follow-up on these reports with ACS and other agencies regarding the status of the investigations and to share information
- Summarize information received in a clear and concise written report
- Serve as a liaison with law enforcement agencies and other entities in obtaining necessary documentation and records in support of prosecution
- Perform all other bureau tasks as needed and 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**
- Knowledge of Microsoft Office including Word and Excel
- Excellent customer service and organization skills
- Familiarity with Criminal Justice system and/or child protective services 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

Or, mail to:

Abigayle Erickson

Human Resources Unit

Office of the Bronx District Attorney

198 E 161st Street, 4th Floor, Bronx, NY 10451

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POST DATE: 06/22/2016

POST UNTIL: Filled

JVN: 902-16-1248

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**OFFICE OF THE DISTRICT ATTORNEY
Bronx County**

Darcel D. Clark – District Attorney

JOB VACANCY NOTICE

CIVIL SERVICE TITLE: Senior Rackets Investigator

LEVEL: N/A

TITLE CODE NO: 30831

HIRING RATE: \$50,920

BUREAU/WORK UNIT: Detective Investigators' Bureau/Conviction Integrity Unit

WORK LOCATION: 198 E 161st Street

NUMBER OF POSITIONS: 1

ABOUT THE UNIT:

The Conviction Integrity Unit is dedicated to improving the quality and integrity of prosecutions throughout the Office. CIU has two important functions. First, CIU reviews post-judgment claims of actual innocence and wrongful conviction in our most serious cases. The review is generally fact-based and extra-judicial. Second, CIU works closely with other areas of the Office to help implement and follow best practices in our current prosecution of cases, and to ensure compliance with all legal and ethical obligations.

JOB DESCRIPTION:

Under general supervision, works closely with Assistant District Attorneys and members of the Unit in managing especially difficult investigations. Responsible for, but not limited to the following:

- Conducts very serious, high profile re-investigations of cold cases in order to make recommendations to the District Attorney as to whether the conviction should stand
- Utilize excellent communication skills build relationships with other law enforcement agencies in order to obtain necessary information
- Prepares reports and maintains necessary records on activities
- Performs related work and all other duties as assigned

Note: Due to the necessary service needs of this position, incumbents may be required to work nights, weekends and holidays.

QUALIFICATION REQUIREMENTS/PREFERRED SKILLS:

- Graduation from high school or its equivalent and three years of full-time, paid experience in police enforcement or investigative work, one year of which must have been in rackets or police investigative work
- Education and/or experience which is equivalent to the above. However, all candidates are required to have one year of full-time, paid experience in rackets or police investigative work
- Current or renewable New York State Municipal Police Training Certification is mandatory
- A valid New York State driver's license with a minimum of two (2) years driving experience is mandatory
- Significant knowledge of the Criminal Justice system
- Strong interviewing skills

To apply, please submit your resume/cover letter including salary history to the following address. Please include the Job Vacancy Number (JVN):

Email: BxDahr@bronxda.nyc.gov

Or, mail to:

Abigayle Erickson

Recruitment Specialist

Human Resources Unit

Office of the Bronx District Attorney

198 East 161st Street, 4th Floor

Bronx, NY 10451

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POST DATE: 06/22/2016

POST UNTIL: Filled

JVN: 902-16-1243

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OFFICE OF THE DISTRICT ATTORNEY
Bronx County

Darcel D. Clark – District Attorney
JOB VACANCY NOTICE

CIVIL SERVICE TITLE: Reporter/Stenographer

TITLE CODE NO: 10212

BUREAU/WORK UNIT: Stenographic Services

WORK LOCATION: 265 E 161st Street

HIRING RATE: \$42,284

NUMBER OF POSITIONS: 1
(TEMPORARY JOB OPPORTUNITY ONLY)

JOB SUMMARY:

Take confidential Grand Jury testimony, which often entails sensitive matters and expert testimony; to be transcribed expeditiously

ESSENTIAL FUNCTIONS:

1. Ability to take two-voice testimony at an average rate of 175 words per minute
2. Ability to transcribe testimony in a timely fashion using Case Catalyst System for Assistant District Attorney (ADA) and Judge inspection
3. Ability to read back testimony from notes for Grand Jury and/or court proceedings

JOB RESPONSIBILITIES:

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

- Reports to the Grand Jury to take verbatim testimony on Stenographic machine
- Uses Case Catalyst System with personal dictionary to produce transcripts
- Keeps accurate records and files of cases
- Appears in court to testify as to accuracy of statements or testimony and of circumstances surrounding interrogations
- All other duties as assigned

PREFERRED EDUCATION AND EXPERIENCE/QUALIFICATIONS:

- **A High School diploma or equivalent and a Graduate Certificate at 225 WPM from a Court Reporting Institution**
- Ability to work in a fast paced environment
- Must be able to maintain a high degree of confidentiality

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, 4th Floor, Bronx, NY 10451

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POST DATE: 06/16/2016

POST UNTIL: Filled

JVN: 902-16-1247

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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/DAT Representative	
TITLE CODE NO: 56057	HIRING RATE: \$37,144
BUREAU/WORK UNIT: Desk Appearance Tickets (DAT)	
WORK LOCATION: 215 E 161 st Street	NUMBER OF POSITIONS: 12

JOB SUMMARY:

The Desk Appearance Ticket (DAT) Unit is responsible for processing all DATs issued in Bronx County issued by the New York City Police Department or other law enforcement agencies. A DAT Representative is responsible for obtaining necessary documentation and interviewing the arresting police officer, victims and necessary witnesses to determine if the facts alleged should result in a criminal prosecution by the District Attorney's Office.

ESSENTIAL FUNCTIONS:

1. Ability to effectively and professionally communicate and interact with supervisors, colleagues, law enforcement, District Attorney and court personnel, and other agencies
2. Deftly organize and process a high volume of cases
3. Utilize excellent time management skills while working in a fast paced environment
4. Ability to assess, draft and type case synopsis and legal affidavits based upon facts presented
5. Ability to work nights, weekends and holidays

JOB RESPONSIBILITIES:

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

- Interview witnesses (law enforcement and civilian witnesses) and address inquiries regarding case status, procedural issues and criminal charges
- Analyze and assess factual scenarios (without taking notes)
- Obtain all necessary documents from NYPD and other agencies to aid in case assessment and processing
- Assist with other unit tasks and perform all other duties as assigned

PREFERRED EDUCATION AND EXPERIENCE/QUALIFICATIONS:

- **A baccalaureate degree or a paralegal certificate is preferred OR a High School diploma/GED and two (2) years prior work experience in a law firm or a governmental agency**
- Familiarity with general court procedures, services, and functions
- Computer literacy and knowledge of Microsoft Office
- Ability to type proficiently
- Ability to take initiative to implement systems that ensure work is done both accurately and efficiently

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, 4th Floor, Bronx, NY 10451

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POST DATE: 6/16/2016

POST UNTIL: Filled

JVN: 902-16-1246

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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 Recruiter

TITLE CODE NO: 56057

HIRING RATE: \$37,144

INCUMBENT RATE: \$39,841

BUREAU/WORK UNIT: Administration Legal Recruitment

WORK LOCATION: 198 E 161st Street

NUMBER OF POSITIONS: 1

JOB DESCRIPTION:

- Input/update, information for Assistant District Attorney Applicants into Recruitment Management System.
- Assign applicants to interviews; prepare and coordinate materials for interviewers including the District Attorney; and maintain follow-up system.
- Respond to Law School and Job Fair correspondence.
- Complete Registration and Feedback Forms.
- Prepare orientation packages for new attorneys
- Assist in the Recruitment of Intern Applicants
- Maintain Statistical Data on Assistant District Attorneys and Interns
- Assist in the processing of U Visa Certification requests for crime victims
- All other Administrative Duties as assigned.
- Provide telephone coverage for other members of Executive Staff

QUALIFICATION REQUIREMENTS/PREFERRED SKILLS:

- **A baccalaureate degree and prior work experience in a law firm, governmental agency, civic or community organization.**
- Excellent computer skills, including knowledge of Microsoft Excel, Secretarial Skills, Answer Telephones, Scanning and Filing both electronically and manually.
- Excellent customer service and organizational skills.
- Ability to work a 9am to 5pm schedule in a fast-paced environment.
- Familiarity with general court services and functionalities.

(Hours are subject to the discretion of the agency and may vary)

*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 Bureau
Office of the Bronx District Attorney
198 E 161st Street, 4th Floor, Bronx, NY 10451
ATTN: JVN # 902/16/1245**

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: 6-12-2016

POST UNTIL: Filled

JVN: 902-12-1245

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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: Trial Bureau 20/50
WORK LOCATION: 198 E 161st Street, 8th Floor

LEVEL: N/A
HIRING RATE: \$37,144
SHIFT: M-F, 9-5
NUMBER OF POSITIONS: 1

JOB SUMMARY:

Under supervision and with latitude for independent judgment and initiative, the Assistant to the Bureau Chief of Trial Bureau 20/50 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
- Supervise the support staff of Trial Bureau 20/50; designate duties and responsibilities to each staff member; monitor time and leave requests; complete 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

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Or, mail to:

Abigayle Erickson

Human Resources Unit

Office of the Bronx District Attorney

198 E 161st Street, 4th Floor, Bronx, NY 10451

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POST DATE: 06/02/2016

POST UNTIL: Filled

JVN: 902-16-1241

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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: Cell Site Analyst

TITLE CODE NO: 56057

HIRING RATE: \$45,000

BUREAU/WORK UNIT: Crime Strategies and Case Enhancement Unit

SHIFT: M-F, 9-5

WORK LOCATION: 198 E. 161ST ST., 8TH FL.

NUMBER OF POSITIONS: 1

JOB SUMMARY:

The Bronx District Attorney's Office is seeking analysts, specializing in telephone records of all types, to join their Crime Strategies and Case Enhancement Unit. The primary responsibility of the Cell Site Analyst is to liaise with Assistant District Attorneys and other office personnel, as well as outside agencies, and perform detail-oriented examinations of telephone records to support investigations and prosecutions.

ESSENTIAL FUNCTIONS:

1. Examination of telephone records (such as call log detail and "cell site" location reports) to ascertain significant call patterns and/or geographic relevance of telephone communications.
2. General fluency with computer applications and electronic devices, and a readiness to learn about and adapt to rapid changes in technology
3. Creative ability to devise formatting solutions regarding large or inconsistent data sets.
4. Exceptional oral communication and interpersonal skills
5. Advanced Microsoft Excel skills required (i.e. must possess technical proficiency with formulas)

JOB RESPONSIBILITIES:

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

- Confer with Assistant District Attorneys about findings and their importance in the context of the underlying case.
- Perform case intake duties.
- Prepare reports outlining steps taken on a particular assignment or investigation.
- Testify under oath when required regarding analyses performed.
- Extract data to prepare audio/visual aids for investigative purposes and/or presentation of relevant evidence at trial and/or Grand Jury proceedings.
- Draft subpoenas and court orders involving telephone records.
- Interact with telephone companies or similar service providers, law enforcement personnel, or city agencies
- All other duties as assigned

PREFERRED EDUCATION AND EXPERIENCE/QUALIFICATIONS:

- **Baccalaureate degree preferred OR a High School diploma/GED AND a minimum of two (2) years work experience in a law firm, governmental agency, law enforcement agency or telephone carrier**
- Candidates familiar with telephone analysis software, link analysis software or GIS platforms will be given preference. (If applicable, this should be clearly indicated on both the submitted cover letter and resume)
- Candidates formerly employed by a major telephone carrier or law enforcement agency will be strongly considered (i.e. familiarity with bill records, call log detail reports, call routing, dial plans, etc.)
- Ability to handle multiple challenging assignments and perform in a fast-paced environment

To apply, please submit your resume/cover letter to the following address. Please include the Job Vacancy Number (JVN):

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Or, mail to:

Abigayle Erickson

Human Resources Unit

Office of the Bronx District Attorney

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POST DATE: 03/31/2016

POST UNTIL: Filled

JVN: 902-16-1240

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



OFFICE OF THE DISTRICT ATTORNEY
Bronx County

Darcel D. Clark – District Attorney
JOB VACANCY NOTICE

CIVIL SERVICE TITLE: Community Coordinator
FUNCTIONAL TITLE: Public Information Officer
TITLE CODE NO: 56058
BUREAU/WORK UNIT: Public Information

LEVEL: N/A

HIRING RATE: \$60,000

SHIFT: M-F 10-6

On Call on Some Weekends

WORK LOCATION: 198 E 161st Street, 9th Floor

NUMBER OF POSITIONS: 1

JOB SUMMARY:

The Public Information Officer will assist the Director of Public Information in handling media requests and disseminating news of the Bronx District Attorney's Office to the media and the public.

ESSENTIAL FUNCTIONS:

1. Excellent writing skills
2. Utilize excellent oral and interpersonal communication skills to effectively communicate with all levels of the agency as well as the media and other city agencies
3. Strong understanding of the Criminal Justice system and police issues
4. Strong computer skills including command of Microsoft Office and various social media sites

JOB RESPONSIBILITIES:

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

- Handle media inquiries and provide complaints, indictments
- Write press releases
- Post items to website and social media site, monitor internet and social media
- Work on call on assigned weekends responding to media requests
- All other duties as assigned

PREFERRED EDUCATION AND EXPERIENCE/QUALIFICATIONS:

- A baccalaureate degree and at least three (3) years experience as a journalist covering crime and/or the court system
- Past experience in writing/posting on the web and social media is required

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Or, mail to:

Abigayle Erickson

Human Resources Unit

Office of the Bronx District Attorney

198 E 161st Street, 4th 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: 03/31/2016

POST UNTIL: Filled

JVN: 902-16-1239

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OFFICE OF THE DISTRICT ATTORNEY

Bronx County

Darcel D. Clark – District Attorney

JOB VACANCY NOTICE

CIVIL SERVICE TITLE: Supervising Rackets Investigator

LEVEL: N/A

FUNCTIONAL TITLE: Director of Security

TITLE CODE NO: 05323

HIRING RATE: TBD

BUREAU/WORK UNIT: Detective Investigators

SHIFT: Varies

WORK LOCATION: 198 E 161st Street

NUMBER OF POSITIONS: 1

JOB SUMMARY:

The Director of Security is a member of the Detective Investigators Bureau responsible for the overall physical security of the Bronx County District Attorney's Office, he/she will, on occasion, supervise and coordinate work of employees engaged in rackets investigations and perform related work. The Director of Security is accountable to the Chief Detective Investigator.

ESSENTIAL FUNCTIONS:

1. Supervise work of investigators and detectives in conducting investigations
2. Control, coordinate and participate in varied and complex rackets investigations
3. Correlate information gathered by investigators and evaluate it with prosecutors
4. Perform highly confidential investigations of a most difficult nature
5. Train subordinates in specialized technical procedures and methods
6. Prepare reports and maintain necessary records on activities

JOB RESPONSIBILITIES:

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

- Utilize security force subordinates to provide appropriate access to all office spaces and provide for the protection of employees and visitors, buildings and property
- Hire, train, and supervise security force of Special Officers and Information Officers
- Monitor officer's performance, appearance, and attendance
- Administrative functions include approving timecards, overtime, evaluations and recommending disciplinary action and/or employee recognition where appropriate
- All other duties as assigned

QUALIFICATION REQUIREMENTS:

1. A baccalaureate degree preferred or a High School diploma or its equivalent and four years of full-time paid experience in police enforcement or investigative work, two years of which must have been in rackets or police investigative work
2. Education and/or experience which is equivalent to "1". However, all candidates are required to have two years of full-time paid experience in rackets or police investigative work
3. Current or renewable New York State Municipal Police Training Certificate
4. A valid New York State driver's license and a minimum of two (2) years of driving experience is required and must be maintained for the duration of employment

PREFERRED SKILLS AND EXPERIENCE:

- A bachelor's degree or higher is preferred (Security and/or Criminal Justice majors are a plus)
- Prior security experience involving access control, security cameras (DVRs), X-ray, and security post orders creation and implementation highly desired (supervisory levels are a plus)
- Prior police supervisory experience preferred, including scheduling and personnel time management
- Proficiency in computer applications, especially Microsoft Office
- Ability and/or experience in analytical examination of data and the presentation of such data to supervisors is desired
- Self-starter
- Ability to lead in a total team environment encompassing both Security Officers and Information Officers
- Highly adaptable with an enthusiasm for learning new responsibilities
- Punctual

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

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198 E 161st Street, 4th Floor, Bronx, NY 10451

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POST DATE: 03/18/2016

POST UNTIL: Filled

JVN: 902-16-1235

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OFFICE OF THE DISTRICT ATTORNEY
Bronx County

Darcel D. Clark – District Attorney
JOB VACANCY NOTICE

CIVIL SERVICE TITLE: Principal Accountant Investigator

TITLE CODE NO: 01742

BUREAU/WORK UNIT: Investigations

WORK LOCATION: 198 East 161st Street

LEVEL: N/A

HIRING RATE: \$85,000 - \$105,000

SHIFT: M-F 9-5

NUMBER OF POSITIONS: 1

JOB SUMMARY:

Under administrative direction, with wide latitude for the exercise of independent action and decision, conduct highly complex professional financial analyses and audits (including tax related investigations) of financial records pertaining to alleged criminal activity and participate in special projects as assigned.

ESSENTIAL FUNCTIONS:

1. Utilize excellent interpersonal, oral, and written communication skills to effectively communicate with all levels of the agency as well as outside agencies
2. Excellent computer skills including a command of Microsoft Office, especially Excel
3. Analyze, interpret, order, summarize and present complex financial and business related issues in a manner which is understandable and properly supported
4. Familiarity with database creation

JOB RESPONSIBILITIES:

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

- Independently gather through investigation and analyze complex financial data, verifying the accuracy of financial records.
- Assist in the drafting of subpoenas and search warrants for financial records
- Confer with police, detectives and investigators to coordinate and exchange information during the course of financial investigations
- Prepare spreadsheets and court exhibits to assist ADAs at trial
- Utilize in-house computer applications to assist in the analysis and presentation of financial evidence
- Review, analyze and compile reports, exhibits, visual aids and collections of documents
- Testify in the Grand Jury and at trial as an expert witness as to forensic investigations
- All other duties as assigned

PREFERRED EDUCATION AND EXPERIENCE/QUALIFICATIONS:

- A baccalaureate degree from an accredited college or university, with major studies in accounting and at least five (5) years of satisfactory diversified accounting and auditing experience; or a satisfactory equivalent
- Knowledge of relevant professional standards
- Forensic tax accounting experience is preferred
- One or more of the following is preferred:
 - Certified Fraud Examiner (CFE)
 - Certified Public Accountant (CPA)
 - Certified in Financial Forensics (CFF)

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POST DATE: 03/31/2016

POST UNTIL: Filled

JVN: 902-16-1234

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OFFICE OF THE DISTRICT ATTORNEY

Bronx County

Darcel D. Clark – District Attorney

JOB VACANCY NOTICE

CIVIL SERVICE TITLE: Community Service Aide

LEVEL: N/A

FUNCTIONAL TITLE: Floater

TITLE CODE NO: 52406

HIRING RATE: \$26,536

BUREAU/WORK UNIT: Operations

SHIFT:

WORK LOCATION: 198 E 161st Street

NUMBER OF POSITIONS: 1

(TEMPORARY EMPLOYMENT OPPORTUNITY ONLY)

JOB SUMMARY:

Serve as a floater for the Operation Unit to fill in as needed

ESSENTIAL FUNCTIONS:

1. Continuously lift, carry and move file boxes
2. Perform routine office tasks as directed
3. Ability to work in a fast paced environment

JOB RESPONSIBILITIES:

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

- Move file boxes from various bureaus
- Assist with sending file boxes for storage off site
- Assist with other tasks in the Operations Unit as assigned

PREFERRED EDUCATION AND EXPERIENCE/QUALIFICATIONS:

- High school diploma or equivalent
- Professional presence and demeanor
- **Highly motivated, self-starter preferred**

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POST DATE: 2/4/2016

POST UNTIL: Filled

JVN: 902-16-1230

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**OFFICE OF THE DISTRICT ATTORNEY
Bronx County**

Darcel D. Clark – District Attorney

JOB VACANCY NOTICE

CIVIL SERVICE TITLE: Senior Rackets Investigator

LEVEL: N/A

TITLE CODE NO: 30831

HIRING RATE: 50,920

BUREAU/WORK UNIT: Detective Investigators' Bureau

WORK LOCATION: 198 E 161st Street

NUMBER OF POSITIONS: 2

JOB DESCRIPTION:

Under general supervision, supervises the work of Rackets Investigators in the securing and verifying of facts for use in criminal proceedings and for possible legislative action; makes especially difficult investigations.

Responsible for, but not limited to the following:

- Supervises work of Rackets Investigators, suggesting work methods; checks progress; reviews reports
- Assists investigators and Assistant District Attorneys in preparation of material for trial
- Testifies before grand or petit juries and in court about facts discovered during investigations
- Conducts especially difficult and highly confidential investigations and library research projects
- Trains investigators in use of electronic and technical equipment (e.g. plate reader, lojack tracking device, mobile digital terminals, and surveillance photographic equipment)
- Prepares reports and maintains necessary records on activities
- Performs related work and all other duties as assigned

Note: Due to the necessary service needs of this position, incumbents may be required to work nights, weekends and holidays.

QUALIFICATION REQUIREMENTS/PREFERRED SKILLS:

- Graduation from high school or its equivalent and three years of full-time, paid experience in police enforcement or investigative work, one year of which must have been in rackets or police investigative work
- Education and/or experience which is equivalent to the above. However, all candidates are required to have one year of full-time, paid experience in rackets or police investigative work
- Current or renewable New York State Municipal Police Training Certification is mandatory
- A valid New York State driver's license with a minimum of two (2) years driving experience is mandatory

To apply, please submit your resume/cover letter including salary history to the following address. Please include the Job Vacancy Number (JVN):

Email: BxDAhr@bronxda.nyc.gov

Or, mail to:

**Abigayle Erickson
Recruitment Specialist
Human Resources Unit
Office of the Bronx District Attorney
198 East 161st Street, 4th Floor
Bronx, NY 10451**

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POST DATE: 02/01/2016

POST UNTIL: Filled

JVN: 902-16-1228

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OFFICE OF THE DISTRICT ATTORNEY

Bronx County

Darcel D. Clark – District Attorney

JOB VACANCY NOTICE

CIVIL SERVICE TITLE: Rackets Investigator

LEVEL: N/A

TITLE CODE NO: 30830

HIRING RATE: \$44,740

BUREAU/WORK UNIT: Detective Investigators' Bureau

WORK LOCATION: 198 E 161st Street

NUMBER OF POSITIONS: 2

JOB DESCRIPTION:

Under supervision, secures and verifies facts for use in criminal proceedings and for possible legislative action or investigates complaints to determine if criminal violations have been committed, including, but not limited to, the following tasks:

- Investigates a variety of complaints; performs undercover work
- Obtains information on activities of and identifies suspects and criminals
- Interviews complainants and witnesses
- Participates in raids and secures and preserves evidence obtained in such raids
- Installs and operates wire tapping equipment
- Testifies before grand or petit juries and in court relating to facts discovered during investigations
- Prepares reports on activities
- Performs related work and all other duties as assigned

Note: Due to the necessary service needs of this position, incumbents may be required to work nights, weekends and holidays.

QUALIFICATION REQUIREMENTS/PREFERRED SKILLS:

- A baccalaureate degree from an accredited college or high school graduation *and* two (2) years of full-time, paid experience in police enforcement or investigative work or a satisfactory equivalent
- Excellent computer skills are required
- Candidates must be able to pass an extensive background investigation and able to attend a New York State Certified Police Academy
- A valid New York State driver's license with a minimum of two (2) years driving experience is mandatory

To apply, please submit your resume/cover letter including salary history to the following address.

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Or, mail to:

Abigayle Erickson

Recruitment Specialist

Human Resources Unit

Office of the Bronx District Attorney

198 E 161st Street, 4th Floor

Bronx, NY 10451

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POST DATE: 2/1/2016

POST UNTIL: Filled

JVN: 902-16-1227

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OFFICE OF THE DISTRICT ATTORNEY
Bronx County

Darcel D. Clark – District Attorney
JOB VACANCY NOTICE

CIVIL SERVICE TITLE: Interpreter (Spanish)

LEVEL: N/A

FUNCTIONAL TITLE: Spanish Interpreter

TITLE CODE NO: 31013

HIRING RATE: \$48,404

BUREAU/WORK UNIT: Interpreters

WORK LOCATION: 265 E 161st Street

NUMBER OF POSITIONS: 1
TEMPORARY OPPORTUNITY ONLY

JOB SUMMARY:

Interpret and translate clearly and accurately from Spanish to English and English to Spanish

ESSENTIAL FUNCTIONS:

1. Perform consecutive and simultaneous interpretations in Grand Jury panels, the Complaint Room and Video Statements
2. Converse and write fluently in Spanish and ensure the confidentiality of information
3. Interpret and transcribe video and audio recordings from Spanish to English
4. Ability to work a flexible scheduling including a schedule or rotating night and weekend shifts

JOB RESPONSIBILITIES:

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

- Maintain records of complete interpretations and other assignments as needed
- Travel to area hospitals and precincts to interpret interviews
- All other duties as assigned

PREFERRED EDUCATION AND EXPERIENCE/QUALIFICATIONS:

- A four year high school diploma or its educational equivalent and two years of full-time paid satisfactory experience, in a professional setting, performing oral interpreting and written translating from Spanish into English and vice versa.
- Excellent written and oral communication skills
- Ability to work in a fast paced environment
- Excellent customer service skills
- Familiarity with general court services and functionalities preferred

To apply, please submit your resume/cover letter to the following address. Please include the Job Vacancy Number (JVN):

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POST DATE: 12/23/2015

POST UNTIL: Filled

JVN: 902-15-1221

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OFFICE OF THE DISTRICT ATTORNEY
Bronx County

Darcel D. Clark – District Attorney
JOB VACANCY NOTICE

CIVIL SERVICE TITLE: Community Associate	LEVEL: N/A HIRING
FUNCTIONAL TITLE: Video Technician	
TITLE CODE NO: 56057	RATE: \$51,000
BUREAU/WORK UNIT: Information Technology/Video Unit	
WORK LOCATION: 198 E 161 st Street	NUMBER OF POSITIONS: 2

JOB SUMMARY:

Under supervision, with wide latitude for independent judgment and initiative, the Video Technician will be responsible for providing 24 hour, 7 day a week support to Assistant District Attorneys investigating homicides and other serious felonies.

ESSENTIAL FUNCTIONS:

1. Respond to crime scenes, hospitals, police precincts, and other pertinent locations to record crimes scenes and statements by defendants and witnesses; preserve and maintain recordings for use as evidence in court
2. Superior computer skills including familiarity and experience with non-linear editing systems, video playback, disc duplication, file conversion, and Microsoft Office
3. Ability to carry and set up 60 lbs. of equipment
4. Valid New York State driver's license and a minimum of two (2) years driving experience

JOB RESPONSIBILITIES:

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

- Retrieve surveillance footage, preserve and maintain this media for use as evidence during trial and create duplications for discovery purposes
- Provide the office with technical support for courtroom presentations
- Due to the necessary service needs of this position, the incumbent will be required to work a flexible schedule, including nights, weekends, and holidays. In addition, the incumbent may be required to be on call in order to avail their services to the office as needed in emergency situations
- All other duties as assigned

QUALIFICATION REQUIREMENTS/PREFERRED SKILLS:

- A baccalaureate degree preferred of a High School Diploma/GED and prior experience in the TV/Video Industry
- A valid New York State driver's license and a minimum of two (2) years driving experience is required
- Excellent interpersonal and oral communication skills
- Ability to work well in a team environment
- Willing to work in adverse conditions, at odd hours
- Strong organizational skills
- Surveillance footage retrieval experience a plus

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, 4th Floor, Bronx, NY 10451

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POST DATE: 08/12/2015

POST UNTIL: Filled

JVN: 902-15-1198

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OFFICE OF THE DISTRICT ATTORNEY

Bronx County

Darcel D. Clark – District Attorney

JOB VACANCY NOTICE

CIVIL SERVICE TITLE: Community Associate

LEVEL: N/A HIRING

FUNCTIONAL TITLE: Call Analyst

RATE: \$37,144

TITLE CODE NO: 56056

SHIFT: Monday-Friday 9-5

BUREAU/WORK UNIT: Call Analysis Unit - Case Strategies and Enhancements Unit

WORK LOCATION: 265 East 161st

NUMBER OF POSITIONS: 1

JOB DESCRIPTION:

Work in Case Strategies and Enhancement Unit listening to and analyzing phone calls, in order to summarize and categorize the information contained therein. Specific duties will include:

- Analyze Rikers visitor logs in connection with calls
- Analyze video and social media of all types
- Organize this data and create documents and maps in collaboration with ADAs and investigators
- Draft requests and subpoenas
- Maintain evidence and create forensically sound copies
- Perform all other duties as assigned

QUALIFICATION REQUIREMENTS/PREFERRED SKILLS:

- Bachelor's degree preferred or high school diploma/GED with prior work experience in a law firm, governmental agency, civic or community organization
- Knowledge of Microsoft Office including Excel, mapping software, and willingness to learn new software specific to the unit
- Excellent command of the English language a must; fluency in a foreign language preferred
- Preference for those with prior law enforcement or investigatory experience
- Driver's license with at least 2 years driving experience preferred

To apply, please submit your resume/cover letter to the following address.

Please include the position for which you are applying.

Email: BxDahr@bronxda.nyc.gov

Or mail to:

**Abigayle Erickson
Recruitment Specialist
Human Resources Unit
Office of the Bronx District Attorney
198 E 161st Street, 4th Floor, Bronx, NY 10451
ATT: JVN# 902-15-1175**

Your resume may be considered for additional assignments if you are qualified. Only candidates scheduled for interviews will be contacted. Submission of application is not a guarantee that you will receive an interview.

POST DATE: 2/13/15

POST UNTIL: Filled

JVN# 902-15-1175

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OFFICE OF THE DISTRICT ATTORNEY
Bronx County

Darcel D. Clark – District Attorney

JOB VACANCY NOTICE

CIVIL SERVICE TITLE: Computer Associate Software

LEVEL: N/A

FUNCTIONAL TITLE: Assistant Database Administrator

TITLE CODE NO: 13631

HIRING RATE: \$70,000 - \$85,000

BUREAU/WORK UNIT: Information Technology

SHIFT: Monday - Friday 9 - 5

WORK LOCATION: 198 E 161st Street

NUMBER OF POSITIONS: 1

TEMPORARY OPPORTUNITY ONLY

JOB DESCRIPTION:

Under supervision, with some latitude for independent judgment and initiative, the Assistant Database Administrator position will be responsible for supporting the Office's Oracle Database environment. Specific duties will include:

- Ensure database availability and stability; performance tuning and optimization; participate in application development deployments; and assists in development lifecycle.
- Manages and maintains data in all production and non-production Oracle databases and the associated DR and replication servers.
- Manages the maintenance of DB environments; including backups, healthchecks, applying fixpacks, monitoring, capacity management, and upgrades. Participates in disaster recovery exercises.
- Responsible for performance tuning by analyzing database and OS performance and implementing tuning / optimization recommendations.
- Manages the design and distribution, performance, replication, security, availability including High availability solutions and access requirements for large complex databases. Designs and develops physical layers of various databases making use of advanced features such as partitioning. Handles testing, reporting, back-up and restores
- Perform all other duties as assigned

QUALIFICATION REQUIREMENTS/PREFERRED SKILLS:

- Bachelor's degree in Computer Science, Information Systems or related field and 1 year of full time experience in database and database internals For example, experience in Oracle version 11, Data Guard, high availability solutions, working knowledge of technologies impacting database solutions including storage and replication
- DBMS Certification preferred
- Excellent oral and written communication skills with the ability to communicate technical concepts
- Application development skills are a plus
- Organized

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Or, mail to:

Abigayle Erickson
Recruitment Specialist
Human Resources Unit
Office of the Bronx District Attorney
198 E 161st Street, 4th Floor, Bronx, NY 10451
ATTN: JVN # 902-15-1174

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: 02/11/2015

POST UNTIL: Filled

JVN: 902-15-1174

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