



[My Account](#)

[Job Openings](#) >> Community Associate

Community Associate

Summary

Title: Community Associate

ID: 902- 2022172

Department: Information Technology / Case Tracking

Functional Title: Case Tracking Assistant

Campaign Start Date: 08/25/2022

Salary Range: \$44,083

of openings: 3

Shift: M-F, 9-5

Description

JOB SUMMARY:

The Office of the Bronx District Attorney is seeking a well-qualified staff whose diverse backgrounds reflect an ability to relate to the over 1.3 million members of the Bronx County community. Candidates should exhibit a strong interest in criminal law and public service. The Information Technology Unit is seeking a Case Tracking Assistant who, under supervision, will perform time-sensitive case tracking functions. Under supervision, the Case Tracking Assistant will perform time-sensitive case tracking functions.

JOB RESPONSIBILITIES:

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

- Record all court adjournments and dispositions into a computerized case tracking system
- Answer all work-related phone inquiries accurately and professionally
- Research case problems and verify to ensure the integrity of all data entered
- Provide other related support functions as required

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**
- Familiarity with the Criminal Justice system and/or general court procedures
- Strong ability to multi-task various assignments
- Strong computer skills including familiarity and experience with Microsoft Word and Excel
- Excellent written, oral, and interpersonal communication skills
- Exceptional organizational skills and ability to work in a fast-paced environment
- Excellent customer service skills and the ability to organize information in a concise manner
- Detail orientated; ability to precisely and accurately verify data and correct errors

Post Until Filled

The City of New York is an inclusive equal opportunity employer committed to recruiting and retaining a diverse workforce and providing a work environment that is free from discrimination and harassment based upon any legally protected status or protected characteristic, including but not limited to an individual's sex, race, color, ethnicity, national origin, age,

religion, disability, sexual orientation, veteran status, gender identity, or pregnancy.

[Apply Now](#)

[Refer to a Friend](#)