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Community Assistant

Summary

Title:	Community Assistant
ID:	902-2022104
Department:	Trial Division
Functional Title:	Trial Preparation Assistant LV 1
Campaign Start Date:	06/02/2022
Salary Range:	\$37,398
# of openings:	3
Shift:	M-F, 9am-5pm

Description

JOB SUMMARY The Bronx District Attorney's Office is seeking a well-qualified staff whose diverse backgrounds reflect an ability to serve the over 1.4 million members of the Bronx County community and pursue a safer Bronx through fair justice. There is a current opening for Case Aides in Trial Division. Case Aides provide essential administrative support to the Assistant District Attorneys, Judges, and courts.

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

EDUCATION AND EXPERIENCE/QUALIFICATIONS:

- **An Associate's degree 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.**
- **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**
- Familiarity and experience with Microsoft Word and Excel
- Excellent written and oral communication skills
- Ability to work in a fast-paced environment
- Familiarity with general court services preferred
- Ability to communicate in a welcoming and professional manner
- Excellent customer service skills

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.

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