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# Community Associate

## Summary

Title:	Community Associate
ID:	902 - 2022125
Department:	Discovery Compliance Bureau
Functional Title:	Trial Preparation Assistant LV 2
Campaign Start Date:	06/03/2022
Salary Range:	\$50,000
# of openings:	3
Shift:	Weekdays

## 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. The Discovery Compliance Bureau is seeking a Trial preparation Assistant who will perform time-sensitive case preparation functions.

**JOB RESPONSIBILITIES:**

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

- Communicate with and acquire discovery, personnel and disciplinary documents from other agencies such as NYPD, DOC, CCRB, DOI, and other NYS agencies
- Compile, analyze, redact, and prepare sensitive disciplinary documents for discovery
- Draft legal documents such as Subpoenas, Protective Orders and Motions in Limine
- Perform legal and factual research
- Travel outside the office to other locations and agencies
- Perform a variety of administrative, secretarial and clerical duties
- Understand and respond clearly and effectively (oral/written) to complex legal issues
- Work cooperatively with a large and diverse staff
- Participate in training for office personnel and outside agencies
- Perform all Bureau related duties as needed, including but not limited to word processing, maintaining spreadsheets and case tracking systems, record-keeping, filing, document preparation and distribution and other duties as required.

**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**
- Candidate should possess analytical and problem-solving skills, a sense of responsibility, and an ability to work well independently and in a team environment.
- Excellent written and verbal interpersonal, organizational, and communication skills
- Ability to multi-task and meet deadlines
- Exceptional organizational skills and strong attention to detail
- Excellent interpersonal, oral, and written communication skills
- Proficient in Microsoft Office particularly Word, Excel, and Outlook
- Discretion and integrity to work on highly confidential investigations
- Ability to work in a fast-paced environment
- Familiarity with general court services and functions

**Post Until Filled**

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