

Job Description

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Job Posting Notice**Job Details**

Job ID:	283381	# of Positions:	1	
Business Title:	Clerk			
Civil Service Title:	COMMUNITY ASSISTANT	Title Code No:	56056	Level: 00
Title Classification:	Non-Competitive			
Job Category:	Legal Affairs			
Career Level:	Entry-Level	Proposed Salary Range:	\$ 30,273.00 - \$ 34,814.00 (Annual)	
Work Location:	350 Jay St, Brooklyn Ny			
Division/Work Unit:	Domestic Violence Bureau			

Job Description

The Domestic Violence Bureau Investigates and prosecutes over 10,000 cases of intimate partner violence each year, with criminal charges ranging from misdemeanor assault to homicide. The bureau has been at the forefront of prosecuting crimes such as stalking and strangulation, which frequently arise in a domestic violence context, but which were only recently recognized by the legislature as separately named offenses. The bureau has over 40 assistant district attorneys who work in conjunction with the Brooklyn Family Justice Center and the office's own Victims Services Unit to provide a wide range of support services to survivors. Among the many resources available are counseling, civil legal assistance for immigration and family court matters, housing and HRA assistance, and economic empowerment programs.

PRIMARY DUTIES

Reporting to Bureau Chief and Administrative Project Manager the Community Service Aides performs responsible work involving a variety of general clerical tasks in support of the Domestic Violence Bureau within the Kings County District Attorney's Office. The responsibilities include but are limited to:

- Locating and notifying witnesses, ensuring the presence of police officers and witnesses for intake 170.70 cases, trial preparation and/or trial by means of computer system, telephone contacts, material witness orders, postal and/or utility checks, and field requests to Detective Investigators.
- Assisting with the preparation of Domestic Violence cases for Grand Jury presentation by performing factual research, document retrieval and other data collection.
- Recording all outreach, research and document retrieval in case file
- Staffing Domestic Violence court parts and/or providing ancillary support services, as directed.
- Performing Miscellaneous duties, as required, such as, transporting and picking up files and documents; staffing witness reception area; operating fax and photocopying equipment, floating for purposes of coverage as designated by supervisor.

Minimum Qual Requirements

1. There are no formal education or experience requirements for this position. However, the ability to understand and carry out simple instructions is required.
2. Candidates must be able to understand and be understood in English.

Preferred Skills

Minimum High School Diploma plus 2 years of direct work experience in the legal or social service fields; strong communications skills; strong organizational skills; fluency in Spanish, or other languages are a plus.

To Apply

Click the "Apply Now" button.

We appreciate the interest and thank all applicants who apply, but only those candidates under consideration will be contacted.

Residency Requirement

New York City residency is generally required within 90 days of appointment. However, city employees in certain titles who have worked for the City for 2 continuous years may also be eligible to reside in Nassau, Suffolk, Putnam, Westchester, Rockland or Orange County. To determine if the residency requirement applies to you please discuss with the agency representative at the time of the interview

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