

Job Description

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Job Posting Notice**Job Details**

Job ID:	287938	# 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:	\$ 34,814.00 - \$ 34,814.00 (Annual)	
Work Location:	350 Jay St, Brooklyn Ny			
Division/Work Unit:	Trial Bureau V (ORANGE ZONE)			

Job Description

Brooklyn is divided into 23 police precincts, each with its own commander and community precinct council. To better serve these diverse communities, the office is divided into five trial zones that prosecute non-specialized felony and Misdemeanor cases. Each zone encompasses four or five police precincts within a specified geographic area, and is distinguishable by a color-coded designation: Red, Blue, Grey, Green, and Orange.

Under general supervision, with latitude for independent initiative and judgment, the Clerk/Part 50 Court Clerk is responsible for preparing the Orange Zone felony calendar for Part 50 and ensure that all the cases are accounted for and are set up.

- Input the completed cases on to the court registry program
- Maintain the sentencing cases that are currently in drug treatment program and puts them out for court
- Handle entire case load involving cases that are on for court appearance, disposition, open file discovery, grand jury minutes, trial, sentences and community service
- Serve subpoenas to the judge when covering the court part and also serve subpoenas on an outer judge when requested by ab Assistant District Attorney or paralegal
- Help in a variety of tasks when requested
- Cover reception area when the receptionist is unavailable
- Perform other related functions as assigned by supervisor and management

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.

To Apply

Click the "Apply Now" button

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 interview.

POSTING DATE: 04/28/2017**POST UNTIL:** 05/11/2017[Apply Now](#)[Email to Friend](#)[Return to Previous Page](#)**The City of New York is an Equal Opportunity Employer**