



**OFFICE OF THE DISTRICT ATTORNEY  
RICHMOND COUNTY  
JOB VACANCY NOTICE**

<b>TITLE</b> COMMUNITY ASSOCIATE/LEGAL RECEPTIONIST (1 POSITION)	<b>SALARY</b> \$35,683-\$48,000
<b>BUREAU</b> LEGAL SUPPORT UNIT	<b>LOCATION</b> 130 STUYVESANT PLACE

**JOB DESCRIPTION:**

The Richmond County District Attorney (RCDA) has an immediate opening for a Legal Receptionist. Under the direct supervision of the Legal Support Staff Supervisor, the candidate will provide clerical support to teams of legal administrative staff and attorneys. Duties will include, but not be limited to the following:

- Answering the telephones in a professional manner, routing calls to appropriate staff member, and taking down messages.
- Providing assistance in sorting incoming mails, as well as in processing outgoing mails.
- Maintaining ADAs' calendars by scheduling conferences, client appointments, court appearances, and out of town travel.
- Providing support to paralegals, the legal support supervisor, and other staff, for the smooth operation of the unit.
- Handling confidential matters daily relating to all bureaus of the District's Attorney's Office.
- Answering questions from victims, defendants, and providing general information to the public.
- Assisting the ADAs in creating and filing court documents through dictation or audio transcription.
- Performing data entry and general administrative tasks, such as daily scanning and filing of documents, and preparation of legal correspondence.
- Other duties as assigned.

**PREFERRED SKILLS:**

- Prior criminal justice experience, including calendaring, court procedures, and trial preparation.
- Strong orientation for quality customer service delivery, and pleasant attitude on phone.
- Possession of strong ability to give attention to detail, performs multiple tasks together, and works effectively with other members in a team setting.
- Outstanding organizational skills to effectively process and carry out items on calendar.
- Ability to type 40 plus words per minute.

**QUALIFICATION REQUIREMENTS:**

1. High school graduation or equivalent and three years of experience in community work or community centered activities in an area related to duties described above; or
2. Education and/or experience which is equivalent to "1" above

**TO APPLY FOR THIS POSITION:**

Please submit cover letter/resume electronically using one of the following methods:

**CITY EMPLOYEES:** Apply through Employee Self Service (ESS). [www.nyc.gov/ess](http://www.nyc.gov/ess). Search for Job ID #: **294235**

**ALL OTHER APPLICANTS:** Go to [www.nyc.gov/careers/search](http://www.nyc.gov/careers/search). Search for Job ID#: **294235**

*Only applicants scheduled for interviews will be contacted. Submission of application does not guarantee that you will receive an interview.*

**The Richmond County District Attorney's Office is an Equal Opportunity Employer.**

<b>Dated</b> July 13, 2017	<b>Post Until</b> July 26, 2017	<b>Transmittal Number</b> 905-18-002
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