



NYC Job Posting ID #316910

*POSITION AVAILABLE*

**CRIMINAL COURT ASSISTANT**  
**Criminal Court**

**RICHMOND COUNTY DISTRICT ATTORNEY**

The men and women of the Richmond County District Attorney's office work each day in partnership with Law Enforcement and the people of Staten Island to pursue justice for victims of crime, to prevent crime in all its forms, and to promote the safety and well-being of all citizens of our Borough.

**THE ROLE**

Under the direct supervision of the Criminal Court Supervisor, the candidate will serve as a Criminal Court Assistant. Duties will include, but not limited to the following:

- Provide coverage/back-up for court parts
- Draft Desk Appearance Ticket (DAT) cases and non-DAT cases
- Scan paperwork (complaint, photographs, and affidavits) into eArrestment, an automated system that facilitates criminal arraignments
- Breakdown of criminal cases for arraignment
- Prepare property releases
- Answer telephones; screen visitors
- File and locate cases whenever necessary
- Close out cases in database
- Other general clerical duties as assigned

**MINIMUM 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.

**PREFERRED SKILLS**

- Bachelor's degree.
- Prior criminal justice experience or coursework preferred.
- Excellent verbal, written and professional interpersonal communication skills.
- Proficiency in Microsoft Office programs.
- Fluency in foreign languages, particularly Spanish

CIVIL SERVICE TITLE: **Community Associate**

SALARY RANGE: **\$35,683 - \$45,000**, Commensurate with experience; full NYC benefits package

APPLICATION DEADLINE: **January 18, 2017**, or until filled

**TO APPLY: ALL APPLICATIONS MUST BE SUBMITTED THROUGH THE NYC JOBS WEBSITE**

City Employees – Click [here](#) and log in to ESS.

Non-City Employees – Go to <https://a127-jobs.nyc.gov/>

- Search for job ID number: **316910**
- Click on the job business title: **Criminal Court Assistant**
- Click on “Apply Now” at the bottom of the posting

Please be advised only candidates under consideration will be contacted.

The candidate selected for this position must be a resident of the City of New York or become a resident within 90 days of appointment.

Authorization to work in the United States is required for this position.

Sponsorship is not available for this position.

THE RICHMOND COUNTY DISTRICT ATTORNEY IS AN EQUAL OPPORTUNITY EMPLOYER AND A COPY OF THE EQUAL OPPORTUNITY PROGRAMS IS AVAILABLE IN THE HUMAN CAPITAL DIVISION. THE DEPARTMENT MAKES AVAILABLE ACCOMMODATIONS FOR DISABLED APPLICANTS