



**OFFICE OF THE DISTRICT ATTORNEY  
RICHMOND COUNTY**

**JOB VACANCY NOTICE**

<b>TITLE</b> COMMUNITY ASSOCIATE (2 POSITIONS)	<b>SALARY</b> \$35,683-\$45,000
<b>BUREAU</b> CRIMINAL COURT	<b>LOCATION</b> 26 CENTRAL AVENUE

**JOB DESCRIPTION:**

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 *eArraignment*, 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.

**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.

**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 #: **265837**

**ALL OTHER APPLICANTS:** Go to [www.nyc.gov/careers/search](http://www.nyc.gov/careers/search). Search for Job ID#: **265837**

*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> October 3, 2016	<b>Post Until</b> October 28, 2016	<b>Transmittal Number</b> 905-17-024
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