



NYC Job Posting ID # 603994

POSITION AVAILABLE

ATI Associate

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 ATI Administrative Coordinator, the candidate will serve as ATI Assistant, responsible for the following:

- Assist in coordinating pre-arraignment and pre-plea drug diversion programs including, but not limited to, running weekly case review meetings, and maintaining status updates for program participants.
- Review and monitor all diversion cases for offer made, pleas taken, program completions, and unsuccessful sentences.
- Track the re-arrest of program updates from different treatment providers and ensure all case management systems are updated with the most recent information.
- Maintain spreadsheets for specialized treatment courts, including Mental Health Court, Staten Island Treatment Court, and Veteran's Court.
- Review and track cases the ATI team has identified as appropriate for treatment and enter data into our case management system.
- Other duties as assigned.

MINIMUM REQUIREMENTS

1. A baccalaureate degree from an accredited college or university, and two (2) years of full-time, satisfactory administrative experience in Business or Public Administration, or a related field, including two (2) years in criminal Justice or a related field or:
2. An associate degree or 60 semester credits from an accredited college and two (2) years of satisfactory full-time progressively responsible clerical/administrative experience including "1" above; or;
3. A four-year high school diploma or its educational equivalent approved by a State's

department of education or a recognized accrediting organization and two (2) years of satisfactory full-time progressively responsible clerical/administrative experience "1" above;

4. A satisfactory equivalent.

Preferred Skills

- Bachelor's degree.
- Prior criminal justice experience or coursework preferred.
- Excellent verbal, written and professional interpersonal communication skills.

CIVIL SERVICE TITLE: **Community Associate**

SALARY RANGE: **\$ 60,000.00 - 65,500.00** Commensurate with experience; full NYC benefits package

APPLICATION DEADLINE: Until filled

LOAN FORGIVENESS:

The federal government provides student loans forgiveness through its Public Service Loan Forgiveness Program (PLF) to all qualifying public service employees. Working with the Staten Island District Attorney's Office qualifies you as a public service employee, which forgives the remaining balance on your direct loans after you've reached a certain number of qualifying payments (most people use this to forgive school loans)! Please visit the Public Service Loan Forgiveness Program site to view the eligibility requirements.

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: 603994
- Click on the job business title: **ATI Associate**
- 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 City of New York is an inclusive equal opportunity employer committed to recruiting and retaining a diverse workforce and providing a work environment that is free from discrimination and harassment based upon any legally protected status or protected characteristic, including but not limited to an individual's sex, race, color, ethnicity, national origin, age, religion, disability, sexual orientation, veteran status, gender identity, or pregnancy.