



NYC Job Posting ID # 603999

*POSITION AVAILABLE*

**DAT 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 DAT Supervisor, the candidate will serve as a DAT Assistant. Hiring for various schedules: Sunday-Thursday/Monday-Friday/Tuesday-Saturday. Duties will include, but not limited to the following:

- Review incoming DATs to ensure the paperwork is complete and ready for write up.
- Prepare and review legal documents for write up DAT (Desk Appearance Tickets)
- Communicate and gather case related paperwork from officers on the DATs.
- Drawing up DAT arrests and live arrests when needed.
- Manage sign in board for LIVE and DAT arrests.
- Prepare OOPs ensuring all information is correct.
- Prepares supporting depositions and communicates with victims.
- Create folders for cases drawn up at night duty.
- Obtains DMVs when needed for a case.
- Order drug labs for DAT cases and following up on the results.
- Forwards duplicate of a Felony cases to appropriate unit/bureau
- Brings files to the clerk that need to be docketed.
- Answer telephones
- 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

## **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: [Public Service Loan Forgiveness | Federal Student Aid](#)

CIVIL SERVICE TITLE: **Community Associate**

SALARY RANGE: **\$55,000**, Commensurate with experience; full NYC benefits package

APPLICATION DEADLINE: 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: 603999
- Click on the job business title: **DAT 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 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.