



NYC Job Posting ID # **604000**

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. Schedule includes a weekend day (Sunday through Thursday/Tuesday through Friday). Duties will include, but not limited to the following:

- Provide coverage/back-up for court parts
- Request and gather case related paperwork for discovery
- Prepare property releases
- Create criminal case files for arraignment
- 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: **\$51,000**, 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: 604000
- 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.

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.