



OFFICE OF THE DISTRICT ATTORNEY
Bronx County

Darcel D. Clark – District Attorney
JOB VACANCY NOTICE

CIVIL SERVICE TITLE: Community Associate	LEVEL: N/A
FUNCTIONAL TITLE: Legal Assistant/DAT Representative	
TITLE CODE NO: 56057	HIRING RATE: \$37,144
BUREAU/WORK UNIT: Desk Appearance Tickets (DAT)	
WORK LOCATION: 215 E 161 st Street	NUMBER OF POSITIONS: 5

JOB SUMMARY:

The Desk Appearance Ticket (DAT) Unit is responsible for processing all DATs issued in Bronx County issued by the New York City Police Department or other law enforcement agencies. A DAT Representative is responsible for obtaining necessary documentation and interviewing the arresting police officer, victims and necessary witnesses to determine if the facts alleged should result in a criminal prosecution by the District Attorney's Office.

ESSENTIAL FUNCTIONS:

1. Ability to effectively and professionally communicate and interact with supervisors, colleagues, law enforcement, District Attorney and court personnel, and other agencies
2. Deftly organize and process a high volume of cases
3. Utilize excellent time management skills while working in a fast paced environment
4. Ability to assess, draft and type case synopsis and legal affidavits based upon facts presented
5. Ability to work nights, weekends and holidays

JOB RESPONSIBILITIES:

Specific duties will include, but are not limited to the following:

- Interview witnesses (law enforcement and civilian witnesses) and address inquiries regarding case status, procedural issues and criminal charges
- Analyze and assess factual scenarios (without taking notes)
- Obtain all necessary documents from NYPD and other agencies to aid in case assessment and processing
- Assist with other unit tasks and perform all other duties as assigned

PREFERRED EDUCATION AND EXPERIENCE/QUALIFICATIONS:

- **A baccalaureate degree or a paralegal certificate is preferred OR a High School diploma/GED and two (2) years prior work experience in a law firm or a governmental agency**
- Familiarity with general court procedures, services, and functions
- Computer literacy and knowledge of Microsoft Office
- Ability to type proficiently
- Ability to take initiative to implement systems that ensure work is done both accurately and efficiently

To apply, please submit your resume/cover letter to the following address. Please include the Job Vacancy Number (JVN):

Email: BxDAHR@bronxda.nyc.gov

Or, mail to:

Abigayle Erickson

Human Resources Unit

Office of the Bronx District Attorney

198 E 161st Street, 4th Floor, Bronx, NY 10451

Your resume may be considered for additional assignments for which you are qualified. Only applicants scheduled for interviews will be contacted.

Submission of application is not a guarantee that you will receive an interview.

POST DATE: 6/16/2016

POST UNTIL: Filled

JVN: 902-16-1246

*The Office of the Bronx District Attorney is an Equal Opportunity Employer **Committed to Diversity***