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# Community Coordinator

## Summary

Title: Community Coordinator

ID: 902- 2022211

Department: Early Case Assessment Bureau

Functional Title: Senior DAT Writer

Campaign Start Date: 09/20/2022

Salary Range: \$65,000

# of openings: 1

Shift: M-F, 9-5

## Description

### Job Summary:

The Bronx District Attorney's Office is seeking a well-qualified staff whose diverse backgrounds reflect an ability to serve the over 1.4 million members of the Bronx

County community and pursue a safer Bronx through fair justice. The Early Case Assessment Bureau (ECAB), is responsible for processing all Felony and Misdemeanor arrests issued by the New York City Police Department or other law enforcement agencies in Bronx County. The Desk Appearance Ticket/Discovery (DAT) Unit is responsible for processing all DATs issued by the New York City Police Department or other law enforcement agencies in Bronx County. A DAT Writer is responsible for 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. Additionally, the DAT Writer is responsible for obtaining the necessary case documents and Initiating Discovery prior to arraignment of the case.

### **Job Responsibilities:**

- 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) and prepare legal affidavits
- Obtain all necessary documents and from NYPD and other agencies to aid in case assessment and discovery
- Communicate and obtain any video/digital recordings like body cam video and prepare them for discovery
- Coordinate, Assess, and Train DAT Staff
- Assist with other unit tasks and perform all other duties as assigned

### **Qualifications:**

- A baccalaureate degree or a paralegal certificate is preferred OR a High School diploma/GED and four (4) years prior work experience in a law firm or a governmental agency
- Minimum one (1) year of legal work experience preferred
- Familiarity with general court procedures, services, and functions
- Computer literacy, proficiency in typing, and knowledge of Microsoft Office
- Ability to effectively and professionally communicate and interact with supervisors, colleagues, law enforcement, civilians, District Attorney, and court personnel, as well as other agencies
- Excellent organizational skills, strong attention to detail with the ability to handle a high volume of cases in a fast-paced environment.

- Ability to assess, draft, and type case synopsis and legal affidavits based upon facts presented.
- Engage in witness contact and communication
- Proficient in Microsoft Office, One Drive, and Adobe Pro
- Ability to **work days, nights, and weekends**
- Ability to take the initiative to implement systems that ensure work is done both accurately and efficiently

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