

Department: District Attorney  
Classification: Competitive  
Grade: 5 M/C

SPEC DISK B8  
DOCUMENT 13

## DISCOVERY COMPLIANCE CLERK

### DISTINGUISHING FEATURES OF THE CLASS:

This position is responsible for all discovery related tasks required pursuant to NYS Criminal Procedure Law Article 245. This position entails compliance which involves various clerical, legal and data processing skills. Coordination with law enforcement agencies, victims, defense attorneys, Emergency Services and many other organizations will be a pivotal role in this position. Work will be performed under the supervision of the District Attorney, the Assistant District Attorneys and the Discovery Coordinator. The employee will be required to do related work as required.

### TYPICAL WORK ACTIVITIES & (Illustrative only)

Assist Discovery Coordinator, Assistant District Attorneys, paralegal and clerical staff in all aspects of gathering documents and information required to be disclosed to the defense pursuant to the discovery statutes;

Coordinates with all law enforcement agencies to gather police records/evidence;

Assists in coordinating the electronic transfer between law enforcement, District Attorney's office, defense and the courts of all records;

Assists in gathering all police notes, files and contact information to be disclosed;

Assists in the preparation of witness lists and contact information;

Assists in gathering the access to 911 calls, police radio transmissions, medical records, bank records, body camera footage, audio and video surveillance recordings, photographs, lab records, etc ...;

Transfers data collected into the records management system to distribute to the appropriate parties;

Assists in obtaining criminal records for all witnesses and potential witnesses;

Assists in the review and redaction of sensitive/protective information contained in said records, videos, recordings prior to disclosure;

Assists in preparing protective orders to the Court;

Assists in preparing protective orders for Confidential Informants;

Assists in the preparation of subpoenas to obtain evidence needed;

Upload all records into the records management system as part of discovery;

Prepares Certificates of Compliance for the Assistant District Attorneys' review and execution;

Completes discovery logs within the PCMS/document management system;

Assists in contacting expert witnesses and their curriculum vitae;

Assists in communicating with defense attorneys regarding discovery issues;

Learns and becomes proficient in the use of PCMS/DEMS or any case management system utilized for discovery;

Copies, scans and emails documents received by law enforcement agencies and transfer to compatible files to be electronically disseminated;  
Update and revise discovery compliance checklists as requirements change and/or statute changes;  
Prepares legal documents upon request for cases if requested by attorney's;  
Answers phones and provides routine information on procedures and cases;  
Greet guests to the office when needed;  
Sort, index and file a variety of legal documents;  
Keep apprised of discovery laws and any changes or amendments made with CPL 245 and adjust accordingly as directed by attorneys;  
Open files and cases within the Prosecutor's Management System;  
Performs clerical duties as needed;  
Prints a variety of reports and documents.

FULL PERFORMANCE KNOWLEDGE SKILLS ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge in the use of personal computer and software applications used by the department, of recent technology such as cell phone, social media sites and apps; some knowledge of criminal procedure and law; strong communication skills, ability to manage voluminous amounts of records in a timely manner, ability to read and analyze materials for redaction purposes, ability to follow directions, ability to work well with others; good problem solving skills, ability to work independently, detail oriented and conscientious of work product; demonstrates initiative; resourcefulness and sound judgment; physical conditions commensurate with the demands of the positions.

MINIMUM QUALIFICATIONS:

- A) Graduation from a regionally accredited or NYS registered college or university with an Associate's Degree in Criminal Justice, Computer Science, Human Services or closely related field;
- B) Graduation from high school or possession of a high school equivalency diploma and two (2) years of clerical experience;
- C) Graduation from high school or possession of an equivalency diploma and two (2) years of police work experience which involved the investigation of felonies;
- D) An equivalent combination of training and experience as defined by a), b) and c) above.

Created 12/4/2024