

Discovery Expediter

Chautauqua County Government - Public Defender's Office

Salary Range - \$24.42 - \$31.51/Hour + Benefits

The Chautauqua County Office of the Public Defender is looking to fill two (2) Discovery Expediter positions within the (1) Mayville and Jamestown (1), NY offices. These positions are Full-Time at 40 hours per week. A Discovery Expediter is an important technical and administrative clerical position primarily responsible for the detailed review of a variety of Discovery information for all legal cases handled by the Chautauqua County Public Defender's Office. Work will be performed under the supervision of the appointed authority or other higher-level employee permitting wide latitude in the exercise of independent judgment in many assignments. Supervision over the work of others is not a function of this position. The employee will perform other related work duties as assigned.

Typical Work Activities:

- Acts as primary contact for gathering and collecting Discovery information for the department;
- Reviews all documents collected and ensures accuracy pursuant to the Criminal Procedure Law 245 (Discovery);
- Responsible for viewing, organizing, and redacting all video camera footage that is evidentiary;
- Reviews progress and takes appropriate actions to ensure prompt response and receipt of requested materials;
- Provides guidance and answers questions to assist agencies in the training of discoverable evidentiary materials;
- Develops reference materials, checklists and assists police agencies with determining what items are needed for specific case types;
- Assists attorneys, paralegals and other staff in preparing cases for court proceedings, including identifying witnesses, evidence and drafting documents as necessary;
- Assists administrative staff with case files and filing documents with the Court system;
- Performs other duties as assigned.

This position is being filled as a provisional appointment from approved applications received. An incumbent in this position, will be required to take a competitive civil services examination to be scheduled at a later date.

Chautauqua County Offers A Comprehensive Benefits Package Which Includes:

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| - Health Insurance (including Dental & Vision plan) | - 13 Paid Holidays |
| - Health Savings Account (partially funded by the County) | - Vacation & Sick Time |
| - Personal Days | |
| - NYSLERS Pension | - NYS Deferred Compensation |
| - Eligible for Federal Public Service Loan Forgiveness | - Wellness Program |

Minimum Qualifications: Graduation from high school or possession of a high school equivalency diploma and:

- A. Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in Criminal Justice or a related field; OR
- B. Graduation from a regionally accredited or New York State registered college or university with an Associate's degree in Criminal Justice or a related field and two (2) years of paid work experience providing clerical support in a law enforcement agency.

Additional Requirement: Ability to meet the regular transportation requirements in carrying out fieldwork assignments at time of appointment and during service in this classification.