

DISCOVERY FACILITATOR
CHAUTAUQUA COUNTY OFFICE OF THE DISTRICT ATTORNEY
Starting @ \$28.50/hour per 40 hours/week

The Chautauqua County Office of the District Attorney is seeking applications for the title of Discovery Facilitator out of the Mayville, NY office. This position is a highly specialized, skilled, and administrative position primarily responsible for the initial collection, review, preparation, and distribution of a variety of information necessary to comply with the Criminal Justice Reforms discovery process for all legal cases handled by the Chautauqua County District Attorney'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 initially identifying, gathering, and collecting information from various police agencies throughout the County;
- Identifies the Agency involved, the number of police officers on the scene, and which of those may have worn body cameras;
- Determines if a 911 call exists for each case and if so, takes necessary steps to retrieve the call recording(s);
- Acts as liaison to police departments, crime labs, and related law enforcement entities which may have relevant information for criminal cases;
- Reviews all documents collected and ensures accuracy pursuant to the Criminal Procedure Law 245 (Discovery);
- Responsible for gathering, viewing, organizing and redacting all video camera footage that is evidentiary;
- Prepares and organizes all discovery items to be shared with opposing legal counsel and sends as appropriate;
- 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 on a provisional basis pending the outcome of a future dated Civil Service examination for this title.

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 and one (1) year of paid work experience involving Discovery work for a prosecutorial office; 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 three (3) years of paid work experience involving Discovery work for a prosecutorial office.

Additional Requirement:

1. Authorized and proficient in the use of Axon Program, Evidence.com, and WatchGuard Program.
2. Ability to meet the regular transportation requirements in carrying out fieldwork assignments at time of appointment and during service in this classification.