

Discovery Expediter

Chautauqua County Government - Public Defender's Office

Salary Range - \$23.59 - \$30.44/Hour + Benefits

The Chautauqua County Office of the Public Defender is looking to fill a Discovery Expediter position within the Jamestown, NY office. This position is 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 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; 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.

Chautauqua County Government is an Equal Opportunity Employer