

## **DISCOVERY TECHNICIAN MANAGER**

**DISTINGUISHING FEATURES OF THE CLASS:** This work has responsibility for the participating in and overseeing the operations, administration, data, and discovery analysis for the District Attorney's office. The incumbent serves as the primary contact for identifying, gathering and collecting information for the Discover process. Work is performed under the general supervision of the Broome County District Attorney with leeway allowed for the exercise of independent judgment in planning and carrying out assignments in accordance with specific laws and office procedures. Supervision is exercised over the Discovery Technician. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Coordinates and supervises the office evidence management system;

Serves as a centralized resource for the tracking of electronic evidence and works directly with Assistant District Attorneys (ADAs) to execute tasks related to data tracking and the production of discovery materials;

Coordinates production of discovery materials/documents and helps identify what discovery material/documents are needed;

Trains all new employees in the Discovery division and provides continual training to current employees;

Provides support for all stages of the Discovery process including preservation, collection, processing, and preparation for distribution to the ADAs;

Communicates with District Attorney staff to ensure the receipt of documents and/or digital records as necessary for attorneys to certify compliance with Discovery laws;

Reviews all documents collected and ensures accuracy pursuant to the Criminal Procedure Law 245 (Discovery);

Provides guidance and answers questions to assist agencies in the training of evidentiary materials'

Develops reference materials, and assists police agencies with determining what items are needed for specific case types;

Oversees Fugitive compliance;

Acts as a liaison with local law/safety enforcement departments to ensure the free flow of information;

Downloads and coordinates electronic Discovery files on criminal cases provided by the District Attorney's office and law enforcement;

## **DISCOVERY TECHNICIAN MANAGER-cont'd**

Catalogues and distributes all Discovery to the assigned Attorneys utilizing the Prosecutor Case Management System (PCMS) database;

Assists Attorneys and staff with court related matters pertaining to the receipt, filing and retrieval of court documents and Discovery.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Good knowledge of legal terminology, documents, and forms;

Good knowledge of the methods and practices used in the indexing of legal instruments;

Good knowledge with the terminology used and the type of documents filed in a records or legal office;

Good knowledge of the rules governing the indexing and recording of public records and legal documents pertaining to criminal actions and other legal papers;

Good knowledge of the rules related to indexing, filing and retrieval of legal documents;

Ability to plan, prepare, and gather information for dissemination;

Ability to evaluate and draw conclusions from information and evidence;

Ability to work effectively under severe time constraints;

Ability to read, analyze and interpret written material;

Ability to operate a computer and utilize a variety of software programs;

Ability to read and understand legal documents;

Ability to understand and carry out written and oral instructions;

Ability to perform close, detail work involving considerable visual effort and strain;

Ability to set up appropriate charts, forms and other tabular settings;

Ability to maintain neat and legible records;

Ability to deal effectively and courteously with associates, departmental administrators, law enforcement agencies and the public;

Ability to communicate effectively both orally and in writing;

Tact; Confidentiality; Accuracy; Good judgement.

**DISCOVERY TECHNICIAN MANAGER-cont'd**

**MINIMUM QUALIFICATIONS:**

A) Possession of an Associate's degree and one year of experience working with legal instruments\* and records in a department of municipal government, law office, or title company; OR

B) graduation from high school or possession of an equivalency diploma and three years working with legal instruments\* and records in a department of municipal government, law office, or title company.

\* A legal instrument refers to written legal documents such as: birth/death certificate, deed, will, laws, petitions, subpoenas or contract. Please indicate on your application your specific experience with legal instruments.

**NOTE:** Your degree must have been awarded by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of education. If your degree was awarded by an educational institution outside of the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the internet at <http://www/cs/ny/gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.