

SPECIAL VICTIMS ADMINISTRATIVE SUPPORT SPECIALIST

DISTINGUISHING FEATURES OF THE CLASS: This position involves assisting the Senior Assistant District Attorneys and staff assigned to the Special Victims Division, in a wide variety of legal, administrative, and clerical functions to ensure success in investigating and prosecuting Special Victim cases. The work also involves responsibility for assisting the Assistant District Attorneys, Investigators, and all Special Victims staff in preparation of all legal matters and managing correspondence with assigned community groups and resources as they relate to Special Victim services. The incumbent performs a variety of tasks requiring the exercise of independent judgement and a thorough understanding of legal procedures, requirements, and administrative policies necessary to investigate and prosecute special victim related cases. Work is performed under the general supervision of the Discovery Technician Manager. Does related work as required.

TYPICAL WORK ACTIVITIES:

Assists in the preparation of pleadings, orders, petitions, motion papers, contracts, resolutions and other legal documents related to any assigned Special Victim Cases handled in the District Attorney Office;

Types confidential correspondence, letters, memoranda, reports and other materials for the Special Victim's staff members, and in particular the Senior District Attorneys prosecutive related cases;

Monitors and ensures timely compliance with Discovery Laws as related to Special Victim cases. Includes victim contact, calculating 190.80 days and adding tasks in PCMS when waived;

Processes discovery data for Special Victims cases and ensure the data is filed within the correct case;

Ensures all evidence is processed correctly and timely for Special Victim cases. This may include downloading evidence, cataloging data, redacting data from evidence or videos, and distribution of electronic data related to Special Victims Case;.

Reviews documents and legal forms for filing/ recording and processing for completeness, compliance to regulation and procedures, and proper documentation;

Works with records management for Office of Mental Health for Special Victims' cases;

Enters data into appropriate software programs for Special Victims cases;

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Processes orders of protections for Special Victims' cases;
Completes forfeitures for child pornography;
Completes Sex Offender Registration Affidavits;
Assists in obtaining school records in RTA cases for the Special Victims Division;
Conducts routine correspondence on matters where policies and procedures regarding Special Victim cases has been identified;
Assists in connecting victims to respective community services to meet the needs of the victim and the victim's family. May be direct liaison to community service providers as needed, and has thorough discussions with victims and community partners to help ensure all victims' needs are met;
Types, processes, indexes, sorts, records, and maintains confidential and regular correspondences, including affidavits, subpoenas, legal briefs, search warrants, and arrest warrants necessary for the processing of Special Victim cases.
Uses personal computer to type materials from copy, draft, and other detailed instructions for the Special Victims Division as requested;
Applies agency laws, rules, regulations, policies, and procedures in maintaining and processing agency information.
Answers telephone receives callers and refers them to the proper persons for the Special Victims Division;
Provides referrals for victims' services as needed. May act as a liaison for the District Attorney's Office with Special Victims and community service providers;
Trains new staff on processing and administering Special Victims cases handled in the District Attorney's office;
Keeps complex records of activities for the Special Victims Division;
Redacts sensitive matters as needed by the Special Victims Division;
Obtains certified copies of reports and handle scheduling for prelim meetings and grand jury regarding Special Victim cases;
Assists in obtaining evidence from law enforcement as assigned for Special Victims Division;
Has responsibility for completing special projects for the Special Victims Division as directed;

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Provides communication updates to the District Attorneys and Public Relations Officer on resources and programs for victims or special projects assigned to the Special Victims Division.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of Federal, State, and local laws regarding Special Victim cases;
Thorough knowledge of Discovery laws regarding processing of Special Victim cases;
Thorough knowledge of community partners providing victim services to initiate contact;
Thorough knowledge of general legal principles, practices, and procedures;
Thorough knowledge of office procedures, terminology, and equipment;
Ability to communicate effectively both orally and in writing;
Ability to understand and respond to the feelings of others;
Ability to handle routine administrative details independently, including the composition of letters and memoranda;
Ability to carry out and understand complex oral and written instructions;
Ability to establish cooperative relations with the public and other private and government agencies;
Ability to maintain effective relationships with people both within and outside the agency;
Ability to operate a personal computer;
Ability to observe and analyze;
Ability to independently prepare and maintain records, reports, motions or other legal documents;
Sensitivity to the reaction of others, especially involving Special Victim cases;
Integrity; Objectivity; Confidentiality; Good judgement;
Attention to detail.

MINIMUM QUALIFICATIONS:

A) Possession of a Bachelor's degree or higher in Criminal Justice, Criminology, Psychology or closely related field and one year of experience in administering domestic abuse or sexual crime cases in a high-volume law office; OR

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B) Possession of an Associate's degree in Criminal Justice, Criminology, Psychology, or closely related field and two years' experience administering domestic abuse or sexual crime cases in a high-volume law office;

C) Graduation from high school or possession of an equivalency diploma and five years administering domestic abuse or sexual crime cases in a high-volume office;

D) Any equivalent combination of training and experience as defined by the limits of A), B), and C) above.

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 <https://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.