

## Discovery Expediter – Chautauqua County Government

### Public Defender's Office

The Chautauqua County Office of the Public Defender is looking to fill five (5) Discovery Expediter positions within the Dunkirk, Jamestown, and Mayville 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 collection, preparation and distribution of a variety of information necessary to comply with the Criminal Justice Reforms discovery process for all legal cases handled by Chautauqua County legal offices. 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. Starting pay is \$22.90/hour plus benefits.

#### **Typical Work Duties Include:**

- Acts as primary contact for identifying, gathering and collecting information for the department;
- 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;
- Reviews progress and takes appropriate actions to ensure prompt response and receipt of requested materials;
- Assists in preparing legal notices to meet discovery requirements, such as the drafting of Certificates of Compliance;
- Prepares discovery documents 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          |

**Must Meet 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.

**Application Process:** Interested candidates must complete an original Chautauqua County Government Application for Employment/Examination available on the county's website: [chqgov.com](http://chqgov.com) and **return it along with copy of your transcripts/degree**, to Chautauqua County Department of Human Resources, Gerace Office Building – Room 144, 3 North Erie St, Mayville, NY 14757 or email completed application (including signature) to [Countyemploy@chqgov.com](mailto:Countyemploy@chqgov.com)