

## **DISCOVERY EXPEDITER**

**DISTINGUISHING FEATURES OF THE CLASS:** This is specialized clerical work involving the responsibility for the collection, processing and handling of a variety of information and materials necessary to comply with the Criminal Justice Reforms discovery process for all legal cases handled by the Rockland County District Attorney's Office. The work is performed under the direct supervision of a higher-level administrator. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Acts as primary contact for identifying, gathering and obtaining discovery related information for the department;

Acts a liaison between agency staff and various law enforcement agencies to coordinate information used for the prosecution of criminal cases;

Performs data entry tasks by entering information into the Prosecutors Case Management System (PCMS), generates links to upload materials, and maintains discovery checklists in accordance with New York State Discovery laws;

Reviews all documents collected and uploaded into (PCMS) and ensures the completeness and accuracy of information, and determines if any information is missing or incomplete;

Organizes various discovery materials which include but are not limited to police reports, 911 calls, laboratory reports and legal documents to support the prosecution of criminal cases;

Monitors and maintains materials received after initial discovery has been uploaded and coordinates with agency staff to determine discovery needs and provides updates on discovery status;

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

Coordinates with internal IT staff to ensure information and materials are securely transferred from the Main (PCMS) portal and linked to specific cases;

Provides assistance and answers basic questions regarding the discovery process, as needed.

May perform other clerical tasks and/or special projects, as assigned.

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

Good knowledge of office terminology, procedures and equipment; good knowledge of legal terminology, documents and forms; good knowledge of processes to expedite and ensure the accuracy in the collection and distribution of materials; ability to evaluate and draw conclusions from information and evidence; ability to read, analyze and interpret written material; ability to plan, prepare and gather information for dissemination; ability to demonstrate strong attention to detail; ability to communicate effectively both orally and in writing; ability to operate a personal computer and utilize standard office software programs (e.g., spreadsheets and databases)\*; ability to establish and maintain cooperative relations with others.

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of an equivalency diploma and three (3) years of office clerical experience, of which one (1) year must have been in a law office or legal setting (e.g., corporate, municipal, private practice, court system).

\*To be demonstrated during the probationary period.