



Thank you for your interest in employment with one of the fastest growing, most unique and popular counties in Upstate New York. We are proud to be frequently recognized for a high standard of living and quality of life.

CAREER OPPORTUNITY

CLERK TO THE DISTRICT ATTORNEY
(Discovery Processing Technician)
SARATOGA COUNTY DISTRICT ATTORNEY'S OFFICE

SALARY: \$49,575 Grade 9 (Max Salary \$64,353 based on years of service w/County)
** Plus Excellent Benefit, Retirement Package & Compensation Plan **

Distinguishing Features of this opportunity are...

Work performed is to assist with Discovery material within the District Attorney's office and involves considerable responsibility. In close coordination with assigned attorney(s), incumbent will be called upon to review, evaluate, redact and compile case and digital evidence and information related to specific criminal cases.

Typical illustrative* work activities will include, but are not limited to...

- Relieves the District Attorney of various administrative details and routine tasks;
Reviews, evaluates, redacts and compiles digital evidence for use in criminal cases;
Performs a variety of moderately difficult clerical duties including but not limited to processing and reviewing information of a sensitive nature relating to various criminal court cases;
Compiles and maintains records by transferring information from original source documents to appropriate logs, data sheets, computer, etc;
Utilizes various digital programs to compile data and transcribe information for discovery;
Reviews accounts, reports, and other documents of applicable Programs for completeness, accuracy, and conformity with established procedures;
Screens visitors to the agency, providing general information and direction as appropriate;
Answers the telephone and may take confidential information, also gives out routine information as needed;
Works closely with other support staff to ensure the overall efficiency of Department operations and coverage;
Operates various office machines.

*Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear above are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.

Minimum Qualifications for this position are...

- A) Possession of a Bachelor's Degree in Criminal Justice, Political Science or closely related field, and at least one (1) year of experience providing administrative and technical support within a law office or legal setting; OR
B) Possession of an Associate's Degree in Criminal Justice, Political Science or closely related field, and at least three (3) years of experience providing administrative and technical support within a law office or legal setting; OR
C) Graduation from High School or possession of an equivalency certificate (GED) and five (5) years of experience providing administrative and technical support within a law office or legal setting.

NOTE: Intern, volunteer and part-time experience will be evaluated on a case-by-case basis.

Qualified candidates may submit their application and resume by mail or in person as follows:

ATTN: Personnel Officer - Civil Service Division
Saratoga County Human Resources Department
40 McMaster Street
Ballston Spa, New York 12020

Applications will continue to be accepted until the vacancy has been filled

This position is being filled on a provisional basis based on a Civil Service exam to be scheduled at a future date

Application is required and are available in the Human Resources Office or on our website, www.saratogacountyny.gov

Resume MAY NOT be substituted for Application. No Fax Submissions

If you require reasonable accommodation in completing this application, interviewing, completing any pre-employment testing, or otherwise participating in the employee selection process, please direct your inquires to the Human Resources Office. Saratoga County is an equal opportunity employer.

We are committed to fostering an inclusive environment where diversity is valued and recognized as a source of strength and enrichment. We seek to attract talented people from a diverse range of backgrounds and cultures, and encourage women, people of color, LGBTQ individuals, those with disabilities, members of ethnic minorities, foreign-born residents, and veterans to apply.