

DISCOVERY AND RECORDS UNIT CHIEF

DISTINGUISHING FEATURES OF THE CLASS: This is a confidential/policy influencing position responsible for leading the District Attorney's Discovery and Records Unit in providing prompt and thorough transmission of discoverable materials in accordance with Article 245 of Criminal Procedure Law (CPL). The work involves a high level of collaboration with Assistant District Attorneys, District Attorney Investigators, and office support staff not assigned to the unit. The incumbent provides hands-on discovery assistance for the office's most complex and sensitive cases, especially those involving extensive and ongoing investigations. The incumbent is also responsible for developing and implementing internal office policies and procedures relating to discovery and record keeping, ensuring efficiency, accuracy and full compliance with the prosecution's legal and ethical obligations. Discretion and confidentiality are key aspects of the work of this position. Work is performed under the general supervision of the District Attorney with wide leeway allowed for the use of independent professional judgment. Supervision is exercised over employees assigned to the Discovery and Records Unit. Does related work as required.

TYPICAL WORK ACTIVITIES: The typical work activities listed below, while providing representative examples of the variety of work assignments in the title do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.

Directs and leads employees assigned to the Discovery and Records Unit, ensuring the prompt and thorough transmission of discoverable materials in accordance with Article 245 of Criminal Procedure Law;

Assigns individual unit members to assist with discovery in specific cases;

Works with office management staff and unit chiefs to understand, prioritize and respond to the needs of the office regarding discovery and record keeping;

Coordinates with local law enforcement agencies and crime laboratories to ensure an efficient flow of information and timely submission of lab analyses;

Coordinates with third-party vendor service providers and consultants to procure and develop the office's technical infrastructure in an effort to expand capacity for providing prompt and thorough transmission of discoverable materials;

Provides hands-on discovery assistance for the office's most complex and sensitive cases, especially those involving extensive and ongoing investigation;

Develops and implements internal office policies and procedures relating to discovery and record keeping, ensuring efficiency, accuracy and full compliance with the prosecution's legal and ethical obligations;

Disseminates policies relating to discovery and record keeping, and provides training to office staff as needed;

Keeps informed of changes in both the law and technology that pertain to the office's discovery and record-keeping obligations, and adapts policies and procedures as necessary.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of the principles and practices of criminal investigation; good knowledge of the basic principles and practices of criminal prosecution, in particular the discovery obligations of prosecutors under CPL 245; good knowledge of principles and practices of electronic records management; ability to develop and document standard operating procedures (SOP's); ability to establish and maintain effective professional relationships with law enforcement, attorneys and technical support staff and vendors; ability to delegate responsibilities and coordinate the work of others within an interdisciplinary team; ability to gain the confidence and cooperation of others; ability to express oneself effectively, orally and in writing; ability to exercise a high degree of confidentiality; sound professional judgment; tact; initiative; resourcefulness.

MINIMUM QUALIFICATIONS:

- A. Graduation from a law school recognized by the University of the State of New York with a Juris Doctor (J.D.) degree, possession of license to practice law in the State of New York and three (3) years of experience as an Assistant District Attorney, two (2) years of which shall have involved felony prosecutions; **OR**
- B. Graduation from an accredited college or university with a Bachelor's Degree in Criminal Justice, possession of an MPTC or equivalent certification* and six (6) years of experience in felony level criminal investigations with a law enforcement agency as an Investigator, Detective or Police Officer, two (2) years of which must have involved the supervision of other Police Officers; **OR**
- C. Graduation from an accredited college or university with an Associate's Degree in Criminal Justice, possession of an MPTC or equivalent certification* and eight (8) years of experience in felony level criminal investigations with a law enforcement agency as an Investigator, Detective or Police Officer, two (2) years of which must have involved the supervision of other Police Officers; **OR**
- D. Graduation from high school or possession of a high school equivalency diploma, possession of an MPTC or equivalent certification* and ten (10) years of experience in felony level criminal investigations with a law enforcement agency as an Investigator, Detective or Police Officer, two (2) years of which must have involved the supervision of other Police Officers; **OR**
- E. An equivalent combination of the training and experience as indicated in A, B, C & D above.

NOTE: *refers to the candidate's certification of completion of the Police Basic Course practice and procedures as set forth in NYCRR 6020, or recognized federal law enforcement academy.

ULSTER COUNTY
2739 DS REC CHF
Classification: Non-Competitive (PIC)
MGT

Adopted: March 17, 2022