

DISCOVERY COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: This position is responsible for receiving discovery requests from the Ulster County District Attorney's Office, Public Defender's Office, Law Enforcement agencies in the County of Ulster as well as other surrounding counties as required. The incumbent uses these requests to ensure that all available documents, forms, reports, radio transmissions, phone calls, in car and body worn camera videos involved in a criminal prosecution are collected and provided to the requesting agency or individual in the time frame as required by law. In this capacity, an incumbent serves as the principal advisor to the Criminal Division Captain or their designee on all administrative functions. Discretion and confidentiality are key aspects of the work of this position, especially as they relate to the authorization of discovery documentation. Supervision may be exercised over a small number of support staff. 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.

Works closely with the District Attorney's Office to report and resolve any known or observed issues with systems and personnel;

Secures all prepared documents, forms and reports with regards to an incident or arrest and uploads into the Law Enforcement Records Management System (LERMS) and the NYS Digital Evidence Management System (DEMS) upon request, or provides in another format (DVD, CD, flash drive etc.) if requested;

Locates, reviews, downloads and saves all in car and body worn camera videos involved in an incident and uploads to the NYS DEMS system or provides in another format (DVD, CD, flash drive etc.) upon request;

Locates, reviews, downloads and saves all recorded telephone calls and radio transmissions involved in an incident or arrest and uploads to the LERMS and the NYS DEMS system upon request, or provides in another format (CD, flash drive etc.) upon request;

Implements records release policies that comply with State and Federal criminal procedure laws regarding discovery requirements;

Uploads all downloaded video into the appropriate folders on the Discovery Server and ensures that records are maintained until the appeals process has been exhausted;

Assures legal compliance in discovery records retention and destruction;

Provides email confirmation to the requesting agency or individual that the requested items have been uploaded in the NYS DEMS system or have been provided in a different format;

Maintains record of all Discovery requests made and completed;

Develops and insures necessary confidentiality when acting as a liaison between the Sheriff's Office and the various governmental and private agencies and community groups which come in contact with the office;

Fields calls from the public and outside agencies with regard to discovery related requests;

Develops and maintains a system of administrative reports, analyses and files for the development of statistical data for use in the overall management of Discovery;

Attends all meetings as required and requested by the Sheriff or their designee;

May oversee support staff in compiling and releasing Discovery and other records-related assignments.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Thorough knowledge of criminal procedure law governing Discovery requests; thorough knowledge of the operations, practices and procedures of the Criminal Division; thorough knowledge of the rules and laws governing management of discovery records; good knowledge of departmental organization and administrative processes and techniques; good knowledge of principles and practices of electronic data management; ability to deal effectively with a wide variety of personnel in carrying out the administrative policies of the division; ability to establish and maintain effective professional, working relationships; ability to maintain records and prepare reports; ability to delegate responsibilities and to plan, organize and coordinate the work of others; ability to prepare effective written materials; sound professional judgment and confidentiality; tact; initiative; resourcefulness.

MINIMUM QUALIFICATIONS:

- A. Graduation from an accredited college or university with a Bachelor's Degree in Criminal Justice, Criminology, Sociology, Public Administration, Business Administration or closely related field and one (1) year of full-time paid or its part-time equivalent, experience in records management in a law enforcement, legal or forensics related setting; **OR**
- B. Graduation from an accredited college or university with an Associate's Degree in Criminal Justice, Criminology, Sociology, Public Administration, Business Administration or closely related field and three (3) years of full-time paid or its part-time equivalent, experience in records management in a law enforcement, legal or forensics related setting; **OR**
- C. High school graduation or possession of a high school equivalency diploma and five (5) years of full-time paid or its part-time equivalent, experience in records management in a law enforcement, legal or forensics related setting; **OR**
- D. An equivalent combination of training and experience as designated in A, B and C above.

ULSTER COUNTY
2738 DSCVRY CD
Classification: Competitive
Grade: 13
Union: UCSEA

Adopted: October 30, 2020