

PROSECUTION ASSISTANT

DISTINGUISHING FEATURES OF THE CLASS: This is specialized clerical and paraprofessional work involving responsibility for a variety of support activities for prosecution in the Office of the District Attorney. The work may also involve the completion of special projects, assigned. The work is performed under the direction of a manager or administrator. Does related work as required.

TYPICAL WORK ACTIVITIES:

Assists attorneys with a variety of prosecution functions, including but not limited to reviewing and gathering information regarding prosecution guidelines and requirements, reviewing and identifying specific vendors for law enforcement (e.g., surveillance equipment, body armor, firearms and ammunition), etc.;

Acts a liaison with County departments to gather and provide information and resolve problems regarding clerical processes in the Office of the District Attorney and prepares County documents required for purchasing supplies, materials, and a variety of resources for attorneys and investigators;

Maintains files and logs for records, especially as they pertain to the County's archives process;

Enters purchase orders in accordance with the County's purchasing requirements and guidelines, and gathers and ensures the accuracy of information, as needed;

Prepares vouchers and purchase orders in accordance with County and New York State grant requirements;

Reviews New York State guidelines to identify and schedule language translators needed for prosecution-related activities, including but not limited to interviews, depositions, and grand jury testimony;

Identifies and schedules court reporters for grand jury cases and depositions, in accordance with New York State requirements;

Assists with Requests for Proposals (RFPs) for vendors, as needed, by identifying requirements for vendors, gathering and organizing information, preparing information about vendors, etc.;

Uses computer applications and other automated systems in completing work assignments;

Prepares and maintains records and routine reports and collects and organizes data, when assigned;

May complete special projects, as needed.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of office procedures and practices; good knowledge of terminology, procedures and forms in the Office of the District Attorney*; good knowledge of the County's purchasing guidelines and requirements*; ability to gather and organize basic data and information; ability to understand and interpret written material; ability to use computer applications or other automated systems in the performance of work assignments*; ability to establish and maintain cooperative relations with others.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma and four (4) years of office clerical or business experience, at least one (1) year of which must have been in a municipal law office and/or court setting, and at least one (1) year of which substantially involved supervisory and/or non-routine duties (i.e., above entry level such as a Senior or Principal Clerk).

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NOTES:

1. An Associate's degree or equivalent college credits (minimum of sixty (60) credits) in Criminal Justice, Paralegal or Legal Studies, Legal Assistant Studies, Business or comparable curriculum may be substituted for two (2) years of the required general experience.
2. A Bachelor's degree in Criminal Justice, Paralegal or Legal Studies, Business or comparable curriculum may be deemed fully qualifying.