

Administrative Trial Assistant Tompkins County

Department: District Attorney

Classification: Competitive

Labor Grade: 12

Approved: Not approved. Never used.

By: AG, Commissioner of Personnel

MINIMUM QUALIFICATIONS:

(a) Graduation from a regionally accredited or New York State registered four year college or university with a Bachelors degree in criminal justice, legal studies or an equivalent degree program as determined by the Commissioner of Personnel **AND** at least four years of full-time paid (or the part-time and/or volunteer) paralegal or legal administrative experience in a law office or legal department; **OR**

(b) Graduation from a New York State registered two-year college with an Associate's Degree in Paralegal Studies or a certificate in Paralegal Studies **AND** at least six years of full-time paid (or the part-time and/or volunteer) paralegal or legal administrative experience in a law office or legal department; **OR**

(c) Any combination of training and experience equal to or greater than that specified in (a) and (b) above.

NOTE: Preference may be given to candidates who have had experience preparing cases for litigation.

DISTINGUISHING FEATURES OF THE CLASS:

An Administrative Trial Assistant is responsible for receiving, tracking, documenting, organizing and maintaining physical, documentary and digital evidence received from various law enforcement agencies. Duties include, but are not limited to, developing systems to keep track of all evidence designated to pending cases and ensuring that laboratory evidence is delivered in a timely manner to the District Attorney's office by the appropriate law enforcement agency. All evidence will be maintained in accordance with the rules of evidence and the District Attorney's evidence retention protocols. Two substantial components of this job will be: organizing and reviewing body camera images; and preparing evidence for grand jury, suppression hearings and trial. This work will be performed under the direction of trial Assistant District Attorneys (ADAs). This deadline-driven, high-stress, high pressure job will place considerable demands on the employee. The employee has considerable autonomy and works under the general supervision of the DA or assigned Assistant District Attorneys. The incumbent will supervise interns, project assistants or clerical personnel tasked with duties associated with the maintenance, copying and organization of evidentiary materials. Moderate interpersonal skills are required in order to explain protocols, regulations, policies and procedures as they relate to the chain of custody. Internal contacts are mainly with employees in the immediate work unit and are necessary to achieve the basic work objectives. External contacts are with law enforcement officers and agencies and involve the exchange of evidence in a structured situation necessary to ensure the integrity of the evidence. Due to extensive database and other computer usage, the job involves considerable visual effort. The incumbent will perform all related duties as assigned.

TYPICAL WORK ACTIVITIES:

- Receives physical, documentary and digital evidence from law enforcement agencies;
- Develops work methods and systems necessary to keep track of all evidence designated to pending cases, Organizes and maintains physical, documentary and digital evidence for use by Assistant District Attorneys (ADAs) when preparing evidence for grand jury, suppression hearings and trial;
- Under the direction of trial ADAs, may assist in preparing evidence for grand jury, suppression hearings and trial;
- Reviews and organizes body camera images;
- Ensures that all laboratory evidence is delivered in a timely manner to the DA's office by the appropriate law enforcement agency;
- Maintains all evidence in accordance with evidence retention protocols;
- Supervises interns, project assistants or clerical personnel assisting with the activities outlined above.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Thorough knowledge of general legal principles, practices and procedures;

- Thorough knowledge of the “Rules of Evidence” as defined in New York State;
- Thorough knowledge of office procedures, terminology, technology, and equipment;
- Good knowledge of and familiarity with the procedures of the grand jury and County Criminal Court;
- Good knowledge of the Microsoft Office suite and the ability to use Access, Excel or similar software to maintain evidence status for multiple ongoing cases;
- Good knowledge of records retention protocols as they relate to evidence;
- Ability to articulate complex administrative and legal concepts to parties, through both written and verbal communication;
- Ability to write clearly, concisely, and legibly and to independently prepare a variety of written reports;
- Skill in the manipulation of an alpha-numeric keyboard and personal computer;
- Ability to work effectively in a deadline-driven, high-stress, high pressure job;
- Ability to understand and carry out complex oral and written directions;
- Ability to be impartial, fair, and effective when gathering, storing and tracking evidence;
- Mental alertness, neatness, accuracy, integrity and good judgment are all required personal characteristics.
- The employee’s physical and mental condition shall be commensurate with the demands of the position, either with or without reasonable accommodations.

Originally created 08/06/2015

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