



OFFICE OF THE DISTRICT ATTORNEY

Grade: 123

Wichita, Sedgwick County, Kansas

Position: DISCOVERY COORDINATOR– DISTRICT ATTORNEY TRIAL DIVISION

Position Summary:

Performs advanced administrative functions as a liaison in the coordination and receipt of discovery materials from various local and state law enforcement agencies and distribution to various local and state criminal defense attorneys. Provides assistance in carrying out special projects. Makes independent decisions and interprets departmental policy in assignments that may not follow prescribed routine.

Qualifications:

Bachelor's Degree from an accredited college or University in Criminal Justice related field preferred. High School diploma or equivalent including or supplemented by courses in technology and/or clerical subjects.

Four (4) years experience in criminal justice or any equivalent combination of training and experience which provides the required knowledge, skills, abilities and competencies.

CONDITIONAL EMPLOYMENT OFFERS ARE BASED ON SUCCESSFUL COMPLETION OF ANY PRE-APPOINTMENT BACKGROUND INVESTIGATION, FINANCIAL BACKGROUND INVESTIGATION AND DRUG TESTING AS REQUIRED

Major Job Responsibilities:

Coordinate, compile, organize, copy, bates stamp and distribute discovery materials in all criminal cases filed by the Office of the District Attorney from various local and state law enforcement agencies to various local and state criminal defense attorneys following departmental policies and procedures.

Digital and photo editing; copying and redaction of information from various electronic formats including videos and photo editing.

Calendar discovery requests/deadlines maintaining open communication with Assistant District Attorneys as to defense requests in determining priorities.

Answers and prepares correspondence upon request or as required that will accompany discovery materials.

Prepare and maintain various reports, records, statistics, and other documents pertinent to the department's smooth operation; ensures same is in compliance with departmental policies and procedures and is accurate and complete.

Compile, copy and complete data for administrative reports on material assembled.

May assist in training of clerical staff in specific duties.

Performs all other related work as required.

Knowledge, Skills, Abilities and Competencies:

Knowledge of the criminal justice system and other departments in the criminal justice system.

Knowledge of legal pleadings and secretarial practices and procedures.

Operational and application knowledge of Microsoft products: Outlook, Word, Excel, PowerPoint and photo editing software.

Knowledge of digital editing used in the redaction and copying of information from various electronic formats, such as .wav files, DVD's, VHS, CD's, .tiff files, etc.

Knowledge of and ability to operate office equipment, practices and procedures.

Position: ADMINISTRATIVE ASSISTANT – DISTRICT ATTORNEY ADMINISTRATION

Knowledge of and the ability to understand the policies, procedures, and services of the Office of the District Attorney.

Knowledge of the criminal justice system, court processes, objectives and practices of the various administrative functions of city and county governments.

Knowledge of assigned department operations and organizations or ability to acquire such knowledge during a reasonable period of training.

Knowledge of business English, spelling, math and vocabulary.

Ability to make independent decisions in accordance with established policies and procedures.

Ability to communicate clearly and effectively, both orally and in writing.

Ability to learn and utilize legal language and terms.

Ability to establish and maintain effective working relationships with attorneys, professional staff, court officials, other agencies and the public.

Ability to pass a drug/alcohol screening test and a background check.

This class specification should not be interpreted as all-inclusive. It is intended to identify the major responsibilities and requirements of this job. The incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification.