



DEPARTMENT OF HUMAN RESOURCES

EMPLOYMENT OPPORTUNITY NOTICE

Saratoga County District Attorney's Office

- Job Title:** CLERK TO THE DISTRICT ATTORNEY
- Salary Range:** \$49,575 - \$64,353* (Grade 9) (*Based on years of service employed with Saratoga County)
- Work Location:** 50 West High Street, Ballston Spa, NY 12020
- Classification:** Competitive (This Position is being filled on a provisional basis pending the results of a civil service exam to be given at a later date)

Job Description

Work performed is to assist with Discovery material within the District Attorney's office and involves considerable responsibility. In close coordination with assigned attorney(s), incumbent will be called upon to review, evaluate, redact and compile case and digital evidence and information related to specific criminal cases. Proficiency in independently performing difficult and detail oriented clerical duties that require general understanding of specific law, office rules, procedures and policies, as well as an ability to work with confidential material under time restrictions, is a routine requirement. Incumbent also assists in screening visitors to the agency, directing them to the appropriate unit and may answer sensitive inquiries personally. Work is performed under general supervision with some leeway allowed in the completion of prescribed procedures and process. Supervision is not a requirement of this title. Does related work as required.

Minimum Qualifications (at least)

- A) Possession of a Bachelor's Degree in Criminal Justice, Political Science or closely related field, and at least one (1) year of experience providing administrative and technical support within a law office or legal setting; **OR**
- B) Possession of an Associate's Degree in Criminal Justice, Political Science or closely related field, and at least three (3) years of experience providing administrative and technical support within a law office or legal setting; **OR**
- C) Graduation from High School or possession of an equivalency certificate (GED) and five (5) years of experience providing administrative and technical support within a law office or legal setting.

NOTE: Intern, volunteer and part-time experience will be evaluated on a case-by-case basis.

(Degree must have been awarded by a college or university by a regional, national, or specialized agency recognized as an accrediting agency by the US Department of Education/US Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.)



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Typical Work Activities (*Illustrative)

- Relieves the District Attorney of various administrative details and routine tasks;
- Reviews, evaluates, redacts and compiles digital evidence for use in criminal cases;
- Performs a variety of moderately difficult clerical duties including but not limited to processing and reviewing information of a sensitive nature relating to various criminal court cases;
- Compiles and maintains records by transferring information from original source documents to appropriate logs, data sheets, computer, etc;
- Utilizes various digital programs to compile data and transcribe information for discovery;
- Reviews accounts, reports, and other documents of applicable Programs for completeness, accuracy, and conformity with established procedures;
- Screens visitors to the agency, providing general information and direction as appropriate;
- Answers the telephone and may take confidential information, also gives out routine information as needed;
- Works closely with other support staff to ensure the overall efficiency of Department operations and coverage;
- Operates various office machines.

**Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear above are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.*

Additional Information

- Excellent benefits, NYS Retirement and Compensation Plan
- This Position is being filled on a *provisional* basis pending the results of a civil service exam to be given at a later date

To Apply (via Link Provided)

- Qualified candidates may alternatively submit an application and resume, by mail or in person to the Personnel Officer – Civil Service Division, 40 McMaster Street, Ballston Spa, NY 12020
- Resume may not be substituted for application
- Fax submissions will not be accepted

Applications will continue to be accepted until the vacancy has been filled

If you require reasonable accommodation in completing this application, interviewing, completing any pre-employment testing, or otherwise participating in the employee selection process, please direct your inquiries to the Human Resources Office. Saratoga County is an equal opportunity employer.

We are committed to fostering an inclusive environment where diversity is valued and recognized as a source of strength and enrichment. We seek to attract talented people from a diverse range of backgrounds and cultures, and encourage women, people of color, LGBTQ individuals, those with disabilities, members of ethnic minorities, foreign-born residents, and veterans to apply.