

DISCOVERY TECHNICIAN

DISTINGUISHING FEATURES OF THE CLASS: Employees in this class have responsibility for receiving, recording, indexing, filing, and retrieving various confidential and legal documents relative to criminal actions, as well as prepare materials for dissemination to attorneys. The work also involves the knowledge of legal terminology and an understanding of statutes, rules, procedures, and policies as well as extensive interaction with attorneys and staff. Work is performed under the direct supervision of the Public Defender, with leeway allowed for the exercise of independent judgment in planning and carrying out assignments in accordance with specific laws and office procedures. Does related work as required.

TYPICAL WORK ACTIVITIES:

Downloads and coordinates all electronic Discovery files on criminal cases provided by the District Attorney's office and law enforcement;

Catalogues and distributes all Discovery to the assigned Attorneys utilizing the Public Defender Management System (PDCMS) database;

Reviews documents and legal forms for filing/recording and processing for completeness, compliance to regulations and procedures, and proper acknowledgement;

Enters data into appropriate software programs;

Maintains Electronic files and filing systems;

Indexes court record documents in the appropriate computer system;

Key or visual verifications of the computerized index records, and document images to ensure correctness and completeness;

Secures and charges out documents and records in accordance with established procedures;

Assists Attorneys and staff with court related matters pertaining to the receipt, filing and retrieval of court documents and Discovery;

Reviews and/or compiles associated reports as needed;

May assist in other clerical activities related to the normal operation of the office.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Working knowledge of the methods and practices used in the indexing of legal instruments;

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Working knowledge with the terminology used and the type of documents filed in a records or legal office;
Working knowledge of the rules governing the indexing and recording of public records and legal documents pertaining to criminal actions and other legal papers;
Working knowledge of the rules related to indexing, filing and retrieval of legal documents;
Ability to operate a computer and utilize a variety of software programs;
Ability to read and understand legal documents;
Ability to understand and carry out written and oral instructions;
Ability to perform close, detail work involving considerable visual effort and strain;
Ability to set up appropriate charts, forms and other tabular settings;
Ability to maintain neat and legible records;
Ability to deal effectively and courteously with the public;
Ability to communicate effectively both orally and in writing;
Clerical aptitude;
Confidentiality;
Accuracy;
Good judgement.

MINIMUM QUALIFICATIONS:

A) Graduation from high school or possession of an equivalency diploma and one year of full-time experience working with legal instruments* and records.

NOTE: Post-secondary education as a paralegal or legal secretary may be substituted for the above experience on a year-for-year basis.

NOTE: Your degree must have been awarded by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of education.

* A legal instrument refers to written legal documents such as: birth/death certificate, deed, will, laws, petitions, subpoenas or contract. Please indicate on your application your specific experience with legal instruments.