



**Office of Personnel and Civil Service
Job Announcement
Please Post Conspicuously**

Michael Mascarenas
County Manager

Shaun Gilliland
Chairman of the Board

TITLE: **DISCOVERY COMPLIANCE CLERK (*Anticipated Vacancy*)**
(*Provisional Appointment)

SALARY: \$26.72/HR.
Current employees hired **PRIOR** to 2009, please contact the Personnel Office for rate of pay.

LOCATION: Essex County District Attorney's Office, Elizabethtown

BENEFITS: Health Insurance, Dental Insurance, Sick, Vacation, and Personal time, NYS Retirement, Life Insurance, Flexible Spending Plan, Paid Holidays, Employee Assistance Program, Employee Premium Enhancement, and 37 ½ Hour work weeks (Monday-Friday).

JOB SUMMARY This position is responsible for all discovery related tasks required pursuant to NYS Criminal Procedure Law Article 245. This position entails compliance which involves various clerical, legal and data processing skills. Coordination with law enforcement agencies, victims, defense attorneys, Emergency Services and many other organizations will be a pivotal role in this position. Work will be performed under the supervision of the District Attorney, the Assistant District Attorneys and the Discovery Coordinator. The employee will be required to do related work as required.

MINIMUM QUALIFICATIONS:

- A) Possession of an Associate's Degree in Criminal Justice, Computer Science, Human Services or closely related field;
- B) Graduation from high school or possession of a high school equivalency diploma and two (2) years of clerical experience;
- C) Graduation from high school or possession of an equivalency diploma and two (2) years of police work experience which involved the investigation of felonies;
- D) An equivalent combination of training and experience as defined by a), b) and c) above.

Note: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. 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.

Residency Requirement: There is no residency requirement.

(OVER)



Essex County Dept. of Personnel & Civil Service
Essex County Government Center, 7551 Court Street, P.O. Box 217, Elizabethtown, NY 12932



essexcountyny.gov/personnel-and-civil-service



518.873.3360

Essex County is an Equal Opportunity Employer

Additional Information: Qualified candidates will be subject to a Civil Service examination to be announced at a later date. Applications will be accepted until the closing date for the examination. People seeking employment with Essex County shall be required to submit to a drug and alcohol screening/testing, pre-employment physical, and additionally may be required to submit to a fingerprint background check, depending upon the specific requirements of the position.

****The term provisional means that you will be required to take the next civil service examination for this title and place among the top three (3) candidates on the examination list in order to be eligible for permanent appointment.***

Posting Date: June 30th, 2025

Application Deadline: July 11, 2025



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