

CAREER OPPORTUNITIES WITH CIVIL SERVICE

# Essex County Announces

An Anticipated Vacancy for the position of

## Discovery Coordinator

*Essex County does not discriminate the Handicapped in Employment or the Provision of Services*

Essex County is an Equal Opportunity Employer

For further information contact  
ESSEX COUNTY DEPARTMENT OF PERSONNEL AND CIVIL SERVICE  
Essex County Government Center  
7551 Court Street - P.O. Box 217  
Elizabethtown, New York 12932 Tel: (518) 873-3360  
[www.co.essex.ny.us/jobs.asp](http://www.co.essex.ny.us/jobs.asp)

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***SALARY: \$23.52/Hr. (Hired After 2009); \$26.14/Hr. (Hired Before 2009)***

***VACANCY: ESSEX COUNTY DISTRICT ATTORNEY'S OFFICE***

***DISTINGUISHING FEATURES OF THE CLASS:*** Pursuant to 2019 Criminal Justice Reforms, the discovery process in all cases, traffic tickets, violations, misdemeanors and felonies will be required to happen within 15 days of arraignment of the defendant. This position entails the compliance with these statutes, 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 a Paralegal. Employee will be required to do related work as required.

***MINIMUM QUALIFICATIONS:***

- A. Graduation from a regionally accredited of NYS registered college or university with a Bachelor's Degree in Criminal Justice or a related field;
- B. Graduation from a regionally accredited or NYS registered college or university with an Associate's Degree in Criminal Justice or a related field and two (2) years of experience in law enforcement or a related field;
- C. Graduation from high school or possession of an equivalency diploma and five (5) years of experience in law enforcement or a related field;
- D. An equivalent combination of training and experience as defined by a), b), and c above.

***LAST DATE TO SUBMIT APPLICATIONS FOR PROVISIONAL APPOINTMENT IS  
NOVEMBER 23<sup>rd</sup>, 2020***

QUALIFIED CANDIDATES WILL BE SUBJECT TO A CIVIL SERVICE EXAMINATION TO BE ANNOUNCED AT A LATER DATE. APPLICATIONS WILL BE ACCEPTED UNTIL THE ANNOUNCED CLOSING DATE FOR THE EXAMINATION. PERSONS SEEKING EMPLOYMENT WITH ESSEX COUNTY SHALL BE REQUIRED TO SUBMIT TO FINGERPRINT BACKGROUND CHECK, DRUG AND ALCOHOL SCREENING AND TESTING, AS WELL AS A PRE-EMPLOYMENT PHYSICAL.

11/13/2020