



**DUTCHESS COUNTY
CLASS SPECIFICATION**

**DISCOVERY SOFTWARE
ASSISTANT
(DISTRICT ATTORNEY)**

DATE ADOPTED: 08/24/2026

LAST REVISION:

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DISTINGUISHING FEATURES OF THE CLASS:

This position is primarily responsible for independently managing digital discovery for the Dutchess County District Attorney Office. This position requires the exercise of significant independent judgment in coordinating, compiling, organizing, and tracking discovery materials to ensure compliance with the disclosure requirements of Criminal Procedure Law Article 245. The incumbent will compile, review, organize and coordinate discovery materials and ensure that all required evidence has been received. They will work independently to obtain any missing or incomplete discovery materials. Incumbent will serve as primary point of contact for all discovery matters with local law enforcement agencies, defense counsel, other outside entities and the public. They will also, with the assistance of OCIS, provide technical support related to digital evidence and discovery systems by using existing and newly implemented software necessary for the collection, organization, tracking, and distribution of discovery materials to ensure compliance with the requirements of Criminal Procedure Law Section 245. Programing is not part of the work for this position. Work is performed under the general supervision of a higher level legal staff.

TYPICAL WORK ACTIVITES:

The following is indicative of the level and types of activities performed by incumbents in this title. It is not meant to be all inclusive and does not preclude a supervisor from assigning activities not listed which could reasonably be expected to be performed by an employee in this title.

1. Acts as administrator for the office discovery process;
2. Responsible for the compilation of discovery for assigned cases, including ensuring all legally required materials have been obtained, organized, and documented;
3. Maintains all related discovery records and forms ensuring they are accurate and current;
4. Organizes and maintains digital discovery within the Office's Case Management System, including documenting all efforts and communications related to obtaining missing or outstanding discovery materials;
5. Serves as the primary point of contact for defense counsel and law enforcement agencies regarding discovery-related questions, issues, and the coordination of discovery materials;
6. Works with OCIS to resolve technical issues related to digital discovery and evidence requiring specialized software or technology;
7. Performs data compilation and ongoing quality assurance checks; stays abreast of procedural changes to accurately collect and report data;
8. Creates, stores and copies all electronic documents and files;
9. Utilize and maintain proficiency in existing and newly implemented software and technology used to organize, manage, and maintain digital discovery;
10. Stay abreast of any updates to Criminal Procedure Law Section 245;
11. Attend and help with any office wide training related to digital discovery, including any trainings for local law enforcement.



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FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES:

Good knowledge of computer hardware, software and general concepts and capabilities; knowledge of mainstream computer software sufficient to understand and work with current applications; ability to research the various hardware and software products available in the field and to determine their applicability to agency needs; ability to quickly learn and evaluate new software and related hardware or peripherals; ability to understand complex oral and written material; ability to work with various users in understanding their needs and providing appropriate solutions; ability to communicate effectively, both orally and in writing, with both technical and non-technical staff; personal characteristics necessary to perform the duties of the position; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- EITHER: (A) Bachelor's degree in Criminal Justice, Technology, Social Sciences or a related degree and one (1) year of work experience involving legal services, computer applications and/or software support;
- OR: (B) Associate's degree in Criminal Justice, Technology, Social Sciences or a related degree and three (3) years of work experience involving legal services, computer applications and/or software support;
- OR: (C) An equivalent combination of education, training, and experience between the limits of (A) and (B) above.

NOTE: Your degree or college credit 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.

COUNTY USE ONLY:

BARGAINING UNIT: CSEA	JURISDICTIONAL CLASSIFICATION: Competitive
GRADE: 14	FLSA Code: OT Eligible
REVISION HISTORY:	