DUTCHESS COUNTY CLASS SPECIFICATION	SUPERVISING CRIMINAL JUSTICE INTAKE SPECIALIST (DISTRICT ATTORNEY)	
DATE ADOPTED: 9/29/2026	LAST REVISION:	Page 1 of 2

DISTINGUISHING FEATURES OF THE CLASS:

The work involves responsibility for ensuring the efficient operation of office support services within the Dutchess County District Attorney's Office. Incumbent will assist in managing day-to-day administrative operations of the office and the administrative processing of case files from intake to final disposition. Work is performed under general supervision of a higher-level administrator. Oversight is exercised over the work of subordinate staff.

TYPICAL WORK ACTIVITIES:

Typical work activities for incumbents in this title include those listed below in addition to those work activities performed by lower-level titles. They are indicative of the level and types of activities performed by incumbents in this title. They are not meant to be all inclusive and do not preclude a supervisor from assigning activities not listed which could be reasonably expected to be performed by an employee in this title.

1. Provides operational and administrative support to Executive Staff;
2. Coordinates the intake and processing of new case files; accurately distributes and verifies cases are assigned to appropriate jurisdiction and unit;
3. Reviews incoming communications and independently determines assignment;
4. Oversees proper opening, maintenance, closing, organization and storage of case files;
5. Manages offices central "DCDApostarraignment" and "DCDANOA" email inbox;
6. Maintains and updates information in Prosecutor's Case Management System (PCMS), OnBase, CrimeWatch, Granicus, IRIS, DEMS and other systems used by office;
7. Manages and updates file room and onsite records, requesting files, transfers and returns;
8. Acts as liaison to staff in Dutchess County Department of Public Works for both office locations and approves work order requests;
9 Maintains control of the department's fixed assets and inventory;
10. Places and accepts deliveries, ensures goods are delivered and distributed properly and works with vendors to resolve any problems with merchandise, delivery and payment;
11. Serves as central administrative point of contact responsible for recognizing operational needs and determining appropriate response;
12. Trains, and oversees Program Assistants and Receptionist;
13. Assigns incoming cases and communicates changes to case management rotations and court assignments;
14. Coordinates with attorneys, law enforcement, courts and County Departments regarding case information and issues.

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES:

Good knowledge of legal terminology, law office practices and legal forms;
Knowledge of office practices necessary for dealing with staff, vendors and the public, filing and retrieving information and compiling and analyzing information;
Knowledge of the rules and procedures of a specific program or service necessary to act as a resource and independently perform the work activities associated with that program;
Knowledge of case management databases to track cases;
Skill in communication with attorneys, courts, and external agencies;
Ability to plan, assign and oversee the work of others;
Ability to act independently in carrying out the daily functions;
Ability to communicate, both orally and in writing;
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 Public Administration, Business Administration or a related field and one (1) year of full-time work experience involving maintaining records;
OR:	(B)	Associate's degree in Public Administration, Business Administration or a related field and three (3) years of full-time work experience involving maintaining records;
OR:	(C)	Graduation from high school or possession of a high school equivalency diploma and five (5) years of full-time work experience involving maintaining records;
OR:	(D)	An equivalent combination of education, training and experience between the limits of (A) and (C) 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

OFFICIAL USE ONLY:

COUNTY BARGANING UNIT: CSEA	**JURISDICTIONAL CLASSIFICATION: Competitive**
COUNTY GRADE: 13	**COUNTY FLSA Code: OT Eligible**
REVISION HISTORY:	