DISTRICT ATTORNEY'S OFFICE COORDINATOR

FUNCTION OF THE JOB

Under direction, coordinates and manages the administrative operations of the District Attorney's Office. The position supervises administrative support staff; develops and implements office procedures; coordinates digital evidence, victim-rights, privacy, redaction, records, technology, facilities, and interagency workflows; and serves as a primary operational liaison with County departments, State DA technology resources, courts, law enforcement agencies, vendors, and other criminal justice partners. Work requires independent judgment, specialized knowledge of prosecution-office operations, confidentiality and victim-rights requirements, criminal justice workflows, and the ability to manage competing priorities in a high-volume legal environment; performs other duties as required.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

1. Coordinates and manages the daily administrative operations of the District Attorney's Office, including workflow, staffing coverage, case-support processes, technology coordination, facilities issues, and interagency administrative procedures.
2. Supervises assigned administrative support staff; assigns and reviews work; establishes priorities; trains staff; monitors workload; participates in hiring, onboarding, performance management, and corrective action processes.
3. Develops, implements, and updates office procedures, workflow guides, training materials, and administrative standards for prosecution-support operations.
4. Evaluates and incorporates appropriate technology tools into daily work processes.
5. Serves as the office lead for digital evidence coordination, including implementation, training, troubleshooting, and ongoing administration of evidence-sharing workflows with law enforcement agencies and other justice partners.
6. Coordinates with multiple municipal law enforcement agencies, County departments, State DA-IT resources, courts, vendors, and other criminal justice partners to resolve operational, technology, evidence, and workflow issues.
7. Assists in implementing victim-rights, privacy, redaction, confidentiality, discovery, and record-handling procedures, required by Marsy's Law and legal requirements.
8. Works with the Victim Witness Coordinator, prosecutors, and office leadership to develop and implement procedures that protect victim rights and ensure consistent office compliance.
9. Serves as the District Attorney's Office technology liaison for State and County systems; coordinates system updates, access issues, hardware/software needs, user training, and troubleshooting.
10. Represents the District Attorney's Office on County and State committees, workgroups, and project teams involving technology, facilities, administrative operations, public information, and criminal justice system processes.
11. Coordinates officewide projects such as construction planning, phased relocations, Enterprise Resource Planning (ERP) implementation, website revision, digital evidence platform implementation, and workflow modernization.
12. Monitors workload trends and operational impacts related to criminal filings, felony caseloads, trials, discovery volume, digital evidence, and victim/witness service needs; recommends staffing, workflow, and process adjustments.
13. Serves as a subject-matter resource for District Attorney administrative procedures, specialized office systems, digital evidence workflows, redaction practices, and interagency case-support processes.
14. Coordinates public-facing website content and office information to ensure accuracy, accessibility, and consistency with current procedures.
15. Assists in the evaluation, development, and implementation of the budget and the departmental strategic plan for divisional operations.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES (continued)

16. Assists in budget monitoring/reporting, purchasing, contact management, and resource planning functions as assigned. Process and manage invoices, bills, card transaction for payment, ensuring accuracy, proper documentation, reconciliation, and compliance with applicable policies and procedures.
17. Establishes and maintains effective working relationships with department staff, other County departments, outside agencies, and the public.
18. Maintains prompt, predictable, and regular attendance.
19. Performs other duties as required.

QUALIFICATIONS

Essential Knowledge and Abilities

1. Thorough knowledge of the practices and administrative elements of District Attorney office operation and prosecution-support workflows.
2. Thorough knowledge of the duties and responsibilities of the Office of the District Attorney and criminal justice system roles, including prosecutors, courts, law enforcement, victim/witness services, and County/State partners.
3. Thorough knowledge of administrative, fiscal, managerial, business operations, and supervisory principles and practices.
4. Thorough knowledge of federal and state laws, administrative regulations, case law, and rules as they relate to the operations of the District Attorney's Office.
5. Thorough knowledge of the capabilities, operations, uses, and requirements of computer-based business applications including PROTECT, other State DA-Information Technology systems, and evidence and exhibit systems.
6. Considerable knowledge of practices in financial accounting, reporting, and control.
7. Considerable knowledge of Internet access and database, spreadsheet, and word processing programs.
8. Ability to strategically plan, critically assesses, manage, and coordinate the development, implementation, and evaluation of office business operations and services.
9. Ability to organize, manage, direct, and evaluate the work of individuals and groups of individuals to accomplish the goals of the organization.
10. Ability to effectively prepare and present clear and concise reports, ideas, concepts, and recommended courses of actions to persons or groups in a variety of situations, both orally and in writing.
11. Ability to develop and administer departmental policies and procedures, and communicate these to court officials and staff, case participants, other agencies, and the public.
12. Ability to manage a division or divisions in an effective and fiscally responsible manner.
13. Ability to establish and maintain effective working relationships with department staff, County departments, outside agencies, and the public.
14. Ability to assess the administrative and operational impact of recommendations.

Training and Experience

1. Associate degree or sixty (60) credits from a recognized college or university in business, criminal justice, public administration, paralegal, or a closely related field.
2. Five (5) years of progressively responsible work experience in a court-related or legal environment, two (2) years of experience must be in a supervisory capacity.
3. A bachelor's degree in business administration, public administration, criminal justice, or a closely related field may substitute for one (1) year of the general work experience.
4. A master's degree in a related area may substitute for two (2) year of general work experience.