

Job Description: MANAGER OF OPERATIONS & CRIMINAL INTELLIGENCE (DISTRICT ATTORNEY)

CLASS NO. 1107

EEOC CATEGORY: Paraprofessional

PAY GROUP: 18

FLSA: Nonexempt

SUMMARY OF POSITION

This position works closely with the prosecutors in providing support and original ideas to the District Attorney's Office in, organizing, reviewing, locating, and reformatting information for the purpose of trial preparation and presentation. This position is responsible for handling all aspects of case management, including gathering and analyzing research data, preparing evidence and exhibits, reconstructing crime scenes, legal research, document creation, prosecutorial strategy, and any other form of trial assistance. Charged with managing and coordinating special projects including but not limited to; crime data collection and mapping, construction, vendors, purchasing, seized property, jail correspondence, investigative and technical acquisitions, etc. Additionally, serves as supervisor of investigative staff, partial executive assistant to the District Attorney, and assistant office supervisor of clerical staff in the absence of the Administrative Assistant.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: District Attorney; may receive assignments from Assistant District Attorneys.
2. Directs: This is a supervisory position (over part-time staff)
3. Other: Works closely with victims, witnesses, attorneys, judges, local, state, and federal, law enforcement personnel, and MHMR facilities. Maintain good working relationship with co-workers and supervisors.

EXAMPLES OF WORK

Essential Duties*

Independently assists the District Attorney in gathering pertinent data, identifying significant factors, and offering solutions for presenting complex and/or specialized evidence;

Obtains and verifies evidence by analyzing records, collecting information, and conducting independent internet based research;

Manages and evaluates pertinent information derived from jail correspondence received from law enforcement agencies;

Assists in reconstructing events, sequences and time elements in preparation of criminal trials;

*For the purpose of compliance with the Americans with Disabilities Act (ADA).
This job description does not take into account potential reasonable accommodations.
Updated and Approved CC 6/14/2016

CLASS NO. 1107 (Continued)

Prepares, edits, and coordinates audio/visual evidence for trial, including the reformatting and redaction digital evidence when required;

Assists the District Attorney and/or prosecutors during jury selections and trial presentations;

Sets up video/audio equipment in the court room prior to trial, operates such equipment during trial, and stores such equipment after trial;

Establishes and maintains effective working relationships with outside law enforcement agencies as well as other professionals frequently encountered in law enforcement, i.e, hospital personal, emergency medical personal, and doctors;

Drafts subpoenas for Grand Jury, hearings and trials;

Work directly with the District Attorney and other law enforcement agencies, sharing information as needed and assisting them in disposition of cases;

Collect, analyze and administer countywide crime data for law enforcement mapping and prevention purposes;

Direct and supervise Investigative Assistant in the transcription of relevant prosecutorial data;

Serve as assistant office supervisor of clerical staff in the absence of the Administrative Assistant;

Coordinate operations with MHMR and other health services agencies;

Develop, coordinate and oversee construction and other special projects as assigned by the District Attorney;

Issue and serve necessary court documents to witnesses and other involved parties;

Other Important Duties*

Performs such other related duties as may be assigned.

CLASS NO. 1107 (Continued)

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: legal, courtroom, and county procedures; legal terminology and office procedures; law enforcement administration; criminal and civil law; investigation techniques; information processing; documenting/recording system; deductive and inductive reasoning; clerical procedure, as well as, a variety of specialized equipment; specialized technical and computing equipment; graphics and editing software.

Skill/Ability to: operate computer; including but not limited to Microsoft Word, Excel, PowerPoint, Outlook, digital editing software, and Elmo projection systems, prepare records and reports, copy and edit digital photos, videos and or audio recordings as needed; establish and maintain effective working relationships with other law enforcement agencies, judicial officials, other county employees and the general public; demonstrate proficiency in both oral and written communication.

ACCEPTABLE TRAINING AND EXPERIENCE

Four-year college degree or at least five years of experience as a legal assistant;

Research or investigative experience recommended;

Must have appropriate, clean Texas driver's license in order to operate County vehicles;

Graduate or advanced degree preferred;

Certified as a Process Server by the Judicial Branch Certification Commission;

Working knowledge of Adobe Premiere Elements, Audacity, and other pertinent software;

And/or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.