

Colorado Public Defender – Class Specification

Class Title: Discovery Clerk
Class Series: Administrative Support
Class Code: R49A11
Reports to: Discovery Clerk Coordinator
FLSA: Non-exempt
Date: July 1, 2022
Range Min/Max: \$3,231 - \$4,523

GENERAL SUMMARY:

This classification describes a defined level and type of work within the administrative support operations. Positions are responsible for performing routine computer and data entry work focused on limited duties and tasks required to download, sort, track, and upload electronic records. Tasks require strong attention to detail and computer skills such as, the use of web-based portals and electronic records management systems. Individuals must be able to learn specific tasks within a relatively short period of training; and, manage and complete tasks in a thorough and timely manner in accordance with established policies and procedures. This classification is distinguished from other administrative support classifications by the defined duties that do not automatically progress to other administrative responsibilities or job levels.

PRIMARY DUTIES AND RESPONSIBILITIES:

(Employees must be able to meet the physical demands of the job, with or without reasonable accommodation.)

- Downloads electronic discovery (electronic documents, files and media) into an electronic case file storage system from various external websites, databases and links. Unzips files as needed.
- Tracks receipt and entry of discovery and checks against discovery list to ensure completeness of record. Uploads into the electronic case file storage system.
- Tests videos to ensure files are functioning and not corrupted.
- Sorts and catalogues discovery and moves to client folders and sub-folders in the electronic case file storage system. May use Adobe to aid in organizing the discovery.
- Notifies attorneys when discovery has been placed in client folders within the case file storage system.
- Logs information details about new discovery into client files in the case management database as it is received and processed.
- Uses various court websites to search client case information.
- Performs other related duties as assigned.

QUALIFICATIONS

Education and Experience:

High school diploma or equivalent (G.E.D.). No prior work experience required.

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Preferred Qualifications:

- Proficiency in standard software applications such as, Microsoft Office, internet/web browsers, and e-mail.
- Experience in records management and data-entry such as, accessing, downloading and uploading electronic files; and, sorting, tracking and filing records.
- Experience with cloud-based and electronic records management systems.

Knowledge:

- Basic records management concepts and processes to sort, track, and catalogue files and records.

Skills:

- Ability to maintain client and office confidentiality;
- Ability to apply policies, guidelines and procedures to complete tasks;
- Strong attention to detail;
- Ability to organize one's own work and prioritize tasks to meet deadlines;
- Computer skills requiring e-mail correspondence, data entry, and downloading and uploading electronic files, and testing media files;
- File/record management skills;
- Proficient in standard software applications such as, Microsoft Office Word, internet browsers, and e-mail;
- Effective communication skills, both verbal and written, to exchange or convey information, which includes giving/receiving work direction.

Physical Requirements

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Involves sitting most of the time, but may involve walking or standing for brief periods of time. Requires ability to sit for extended periods of time; communicate via e-mail; see; and use electronic devices such as computers.