

## Colorado Public Defender – Class Description

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Class Title: Discovery Clerk Coordinator  
Class Series: Administrative Support - Discovery  
Class Code: R49A12  
Reports to: Assistant to Senior Management  
Direct Reports: Discovery Clerks  
FLSA: Non-Exempt  
Date: July 1, 2022  
Range Min/Max: \$3,287 - \$4,832

### **GENERAL SUMMARY:**

This classification describes the senior-level in the Discovery Clerk series responsible for coordinating and overseeing the work of part-time and full-time clerks downloading and cataloguing electronic discovery into a case file storage system. The individual in this position requires strong organizational and communication skills to supervise discovery clerks in remote and/or hybrid work arrangements; and, to collaborate with administrative supervisors and managers in the trial offices on coordinating assignments and ensuring discovery downloads are completed in a timely and efficient manner. Collaborates with IT as needed to resolve technical issues in systems and processes. Supports and implements policies and procedures initiated by upper management. This classification is distinguished from supervisors in the broader regional office administrative support series by the narrow scope of administrative duties and responsibilities.

### **PRIMARY DUTIES AND RESPONSIBILITIES:**

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

- Works with administrative support supervisors and managers in the trial offices to coordinate and manage discovery workloads, modify and authorize work procedures, effectively manage time and resources, and resolve matters regarding personnel and work assignments.
- Supervises part-time and full-time discovery clerks working remotely, on hybrid schedules, or from various office locations. Supervision includes: prioritizing and assigning work; conducting performance evaluations; ensuring employees are trained; ensuring compliance with policies and procedures; and, making hiring, termination and disciplinary recommendations.
- Serves as a resource to other OSPD staff as it relates to the processing and managing of electronic discovery. Trains staff across the agency in e-discovery processes, case management and online systems, as needed.
- Coordinates with Office Managers on jurisdiction specific discovery issues. Provides feedback to IT and management regarding e-discovery and database access, processes and workflow.
- Performs the work of discovery clerks as needed to provide staff coverage and back-up during busy times, and to assist with the most difficult or complex cases. Assists in the management and updating of information in the case management database.

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- May assist in running standard reports and compiling data from the case management database for the purpose of tracking workflow and staffing needs for e-discovery processes.
- Performs other related duties as assigned.

### **QUALIFICATIONS**

#### **Education and Experience:**

- High school diploma or equivalent (G.E.D.); and, three years of experience performing general clerical and administrative support work. Experience should include working with electronic records management systems; accessing, downloading and uploading electronic files; and, proficiency in standard software applications such as, Microsoft Office, internet/web browsers, and e-mail.
- College coursework that demonstrates the same knowledge, skills and competencies will substitute for the required experience on a year-for-year basis.

#### **Preferred Qualifications:**

- Experience working with the Colorado State Public Defender.
- Experience training, leading or supervising employees.
- Knowledge of basic court procedures and terminology

#### **Knowledge:**

- General records management procedures including methods for tracking and managing files;
- Understanding of basic court procedures and terminology;
- English language, grammar and punctuation.

#### **Skills:**

- Supervisory skills to effectively train, develop and guide others;
- Attention to detail;
- Strong communication skills, verbal and written, to convey information effectively in a clear and understandable manner;
- Maintaining client and office confidentiality;
- Ability to apply the principles of client-attorney privilege;
- Ability to develop and maintain collaborative relationships with co-workers and court personnel;
- Ability to interpret and apply applicable rules, policies and procedures;
- Time management to manage one's own time and the time of others;
- Ability to complete tasks and assignments with frequent interruptions;
- Proficient in standard software applications such as, Microsoft Office Word, Excel, internet browsers, e-mail, and Adobe Acrobat.

### **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.