



# JOB OPENINGS – CITY OF WATERVLIET

<b>Vacancy Number:</b>	2022-02
<b>Position:</b>	Discovery Coordinator – Provisional Appointment.
<b>Location:</b>	City of Watervliet – Police Department
<b>Basic Function:</b>	Under the administrative supervision of the Chief of Police, an incumbent of this class assists the Watervliet Police Department and District Attorney’s Office in all phases of trial preparation and due diligence. The incumbent serves as liaison with Albany County District Attorney’s Office. Responsibilities include assisting with investigations and locating and gathering pertinent information to ensure readiness for court. In depth research is conducted as it relates to specific cases and appeals. Independent judgment is exercised in addressing daily tasks while consulting with the Chief of Police for guidance with complex issues. The incumbent processes incoming documents, discovery requests and pleadings. Extensive contact is maintained with the Watervliet Police Department, District Attorney’s Office, court personnel and the public. This position requires an increased level of independence and responsibility for the management and preparation of supportive material directly related to the success of individual court cases. Supervision may be exercised over clerical personnel. Employees of this class will maintain awareness of changes in industry standards necessitating changes to department technology systems. Employees of this class will also serve as the department technical liaison to external agencies in joint operations, assist in the development of a real-time crime mapping system for public use, along with assisting the Police Chief in matters of confidence as directed. Work is performed under the general supervision of the Chief of Police and direct supervision of the Police Lieutenant.
<b>Qualifications:</b>	<p>A. Graduation from a regionally accredited or New York State registered college or university with a bachelor’s degree in Criminal Justice, or a related field, and four (4) years of full-time paid experience in law enforcement and/or criminal investigations; or</p> <p>B. Graduation from a regionally accredited or New York State registered college or university with an associate degree in Criminal Justice, or a related field, and six (6) years of full-time paid experience in law enforcement and/or criminal investigations; or</p> <p>C. Graduation from High School or possession of a High School equivalency diploma and eight (8) years of full-time paid experience in law enforcement and/or criminal investigations.</p> <p><b>Special Requirements:</b></p> <p>A. Incumbent must possess and maintain a valid NYS Drivers’ License throughout the duration of employment in the title.</p> <p>B. Incumbent must possess a police officer certification resulting from successful graduation from a NYS DCJS certified law enforcement academy.</p>
<b>Responsibilities:</b>	<p>Responsible for ensuring discovery requirements are met and processed timely;</p> <p>Assist in confidential criminal &amp; administrative investigations where the recall of video is required;</p> <p>Responsible for correlating all case files, including the scanning and uploading of files to the District Attorney’s Office;</p> <p>Assist sworn personnel by providing technical advice, as required;</p> <p>Prepare video evidence as required by court process;</p> <p>Prepare Body Worn Camera (BWC) evidence, as required;</p> <p>Responsible for assuring compliance with public legal mandates, courts, or government agencies;</p> <p>Provide testimony in court and administrative venues, as required;</p> <p>Maintains &amp; manages all digital case files;</p> <p>Assist Evidence Technicians and department personnel in the collection and preservation of video evidence;</p> <p>Does related work as required</p>
<b>Starting Date:</b>	As soon as practicable.



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<b>Application Deadline:</b>	Until position is filled.
<b>Starting Salary:</b>	\$35,000.
<b>Apply To:</b>	Submit completed application to Carol Ratigan, Secretary, Watervliet Civil Service Commission, 2-15 <sup>th</sup> Street, Watervliet, New York, 12189 <a href="#">civil_service_app.pdf (watervliet.com)</a>
<b>Further Information Contact:</b>	Lieutenant Brian Strock 518-270-3829 bstrock@watervliet.com
<b>Date:</b>	3/31/22