

**DOUGLAS COUNTY  
SHERIFF'S OFFICE**

**JOB TITLE: DISCOVERY SUPPORT SPECIALIST**

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<b>Exempt:</b> No	<b>Job Type:</b> 3360P
<b>Pay Grade:</b> P330	<b>Department:</b> Office of the Sheriff
<b>Approved/Reviewed By:</b> Sheriff Darren M. Weekly	<b>Date:</b> 01-10-23

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**General Duties:** This is technical work and highly detailed discovery document gathering and dissemination work for the Sheriff's Office that can have serious repercussions if not completed correctly or on time. Must understand criminal court procedure laws and Colorado Rules of Criminal Procedure Rule 16.

**Supervision Exercised:** Has no direct supervisory authority over other positions.

**Supervision Received:** Works under the general supervision of the Records Manager.

**Examples of Duties and Responsibilities:**

- Provides discovery to the Courts and District Attorney's Office via electronic reports, digital media, and multiple other forms of digital evidence. The discovery consists of electronic discovery, to include Axon in-car video, body camera video, photos uploaded from deputies, detectives and crime scene investigators, audio from 911 calls and telephone recordings of calls for service in dispatch, radio traffic, and any other digital data stored at the Sheriff's Office needed for discovery. Discovery also consists of the complete case file, which includes all reports and associated documents.
- Assesses the deadlines required of the requested discovery and determines completion priority with a high case load.
- Communicates and works closely with records clerks, dispatchers, jail staff, CJRA, deputies, detectives, evidence technicians, crime lab personnel, District Attorney's Office discovery clerks and DAs, Court Clerks, others within the Sheriff's Office and personnel from other agencies to complete the discovery process.
- As computer systems evolve and/or change, the discovery process and specialist must be highly flexible to accommodate these changes.
- Skill to investigate and locate digital evidence inside complex computer storage systems.
- Ability to correct errors and restrict evidence within computer storage systems.
- The ability to solve problems that are not easily recognizable.
- Performs daily requests for discovery and properly relays the discovery to the District Attorney's Office and/or Courts as required.
- Understands the case report discovery process for misdemeanors and felonies and can assist the records clerks in the discovery process when needed.
- Verify the status of cases and discover misdemeanors, traffic violations, traffic felonies,

- animal control, and juvenile cases. As well as assist detectives with felony cases.
- Handle all special requests from the DA's Office in a timely manner.
  - Receive and process requests for discovery from other agencies.
  - Handle all DA Trial Notice requests.
  - Research, access, and crosscheck files for each case to locate and gather any missing or mislabeled documents, reports, body worn camera videos, in-car camera videos, dispatch, surveillance videos, etc. to process each case accurately and completely.
  - Be able to research historical records.
  - Find and discover any cases associated with the charging case. Work with other agencies to receive their discovery they have a case associated with a DCSO case.
  - Must be extremely organized, precise and detail oriented.
  - Conduct follow-up on cases on a regular basis.
  - Process DA request letters.
  - Maintain detailed records and statistical data.
  - Ability to work well in a team, as well as independently.
  - Maintain and process confidential documents in accordance with federal and state laws.
  - Ability to view and process highly sensitive material.
  - Must thoroughly review case reports, notes, evidence, and dispatch to ensure proper completion of cases and maintain compliance with relevant and appropriate statutes, rules, administrative orders and/or other governing policies and procedures.
  - Interpret and confirm data from a variety of records such as complex court orders, deputies' reports, warrants and other forms of electronic communication.
  - Ability to work extensively in many Sheriff's Office programs, including LERMS, Colorado Courts, Axon, Excel, Avigilan, PBI and the CBI portal.
  - Ability to import and export digital files from many different programs.
  - Attend monthly DA meetings.
  - Performs other duties as assigned.

**Consequence of Error:** This is technical work performing PC User Support for the Sheriff's Office. Consequence of error may result in contempt of Court or sanctions being brought upon the Sheriff's Office by the presiding Judge or dismissal of evidence or the entire criminal case.

**Education and/or Experience:** Generally, a high school diploma or GED supplemented by two years computer experience or related education.

**Certificates, Licenses, Registrations:** Must possess a valid Colorado driver's license.

**Essential Functions:**

Language Skills: Ability to establish and maintain effective working relationships. Ability to communicate in both oral and written form, at both the technical and system user levels.

Computer Skills: Must have basic user-level competency with Windows PC operating systems.

Reasoning Ability: Ability to use common sense understanding to carry out instructions.

Other Skills and Abilities: Considerable knowledge of software applications and hardware used for automated processes. Knowledge of the following is required: Windows Operating Systems, various office applications including e-mail, spreadsheets, word processing, presenting programs, and MS Office. Some knowledge of training practices and principles. Skill in the use of a variety of data processing and office equipment. Ability to organize and prioritize numerous tasks. Knowledge of basic computers. Ability to work with little or no supervision. Must possess strong time management skills. Ability to work beyond scheduled hours, if necessary, in a crisis. Ability to work non-traditional days and hours as needed.

Physical Demands: May occasionally be required to lift and/or move up to 40 pounds. Ability to bend, kneel and crawl under desks and climb on tables and/or ladders as necessary.

Work Environment: Work is generally performed in a typical office environment. Some local travel is required. Ability to work beyond scheduled hours in a time critical manner is required. A Sheriff's Office background check and fingerprint check is required.

Contacts: This position has daily contact with other employees, supervisors, and managers. May have occasional contact with outside firms/vendors.

Independent Judgment: Work is performed independently. Must be able to use individual judgment and problem-solving skills to accomplish goals and achieve desired results.

Testimony: Must be able to provide credible testimony in a court of law or any other legal proceeding or investigation.

**Note:** The successful applicant must be able to perform ALL the above job functions, unassisted, and at a pace and level of performance consistent with actual job requirements. These duties are intended to be illustrative only and are not all-inclusive.

In the event of an emergency/disaster in or near the County, all County employees are expected to make every effort to be available to assist the County Manager, Elected/Appointed Officials and Department Directors to ensure the continued operation of any and all necessary County functions. This may mean being available to perform additional duties and hours beyond what is normally required. In the event an exempt employee does work more than 40 hours a week in support of County operations during an emergency, such employee may receive overtime or other appropriate wage compensation in accordance with existing County policies or at the discretion of the County.