

CRIMINAL JUSTICE COMMITTEE MEETING  
DISTRICT ATTORNEY AGENDA  
September 20, 2021

COMMITTEE MEMBERS: Supervisors LEGGETT, Shepler, Strough, Diamond and Driscoll . - Chair of the Board shall serve as an Ex-Officio member when needed in accordance with Section C (4) of the Rules of the Board.

- I. Committee meeting called to order by Chair
- II. Approval of minutes of prior Committee Meeting
- III. Action Agenda/New Business Items:
  1. Request: Review 2022 District Attorney's Budget: A.1165 District Attorney  
A.1168 Crime Victims-Assist. DA  
A. 4220 Narcotics Control DA
  2. Request to fill Legal Clerk #5 position.  
Rationale: Intent to fill position for Legal Clerk #5 due to resignation of current Legal Clerk.
- IV. Discussion Items:
- V. Referrals/Pending Items: None.
- VI. Privilege of the floor and public comment (please allow for 15 second delay on live stream meetings)
- VII. Motion to adjourn

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Attachments:

1. A.1165 District Attorney Budget
1. A.1168 Crime Victims-Assist. DA Budget
2. A.4220 Narcotics Control DA Budget
3. Resolution Request Form No. 12 – Notice of Intent to Fill

PLEASE NOTE: THIS FORM MUST BE ACCOMPANIED BY ALL DETAILED BUDGET SHEETS

**WARREN COUNTY BUDGET SUMMARY SHEET**

PRIOR YEAR EXPENDITURES AND REQUEST FOR 2022 APPROPRIATIONS


REQUEST SUBMISSION TO THE CLERK OF THE BOARD OF SUPERVISORS

NAME OF DEPARTMENT: District Attorney

BUDGET ACCOUNT CODE: A.1165

OBJECT CODES	2020 EXPENDITURES	2021 ADOPTED	2021 AMENDED	2022 DEPARTMENT REQUESTS
100's PERSONAL SERVICES	\$1,117,707.81	\$1,124,906.00	\$1,124,906.00	\$1,238,827.00
200's EQUIPMENT	\$14,307.00	\$2,000.00	\$2,065.27	\$2,000.00
400's CONTRACTUAL	\$84,626.78	\$105,500.00	\$105,434.73	\$101,300.00
800's EMPLOYEE BENEFITS	\$359,094.74	\$395,022.00	\$395,022.00	\$452,595.00
<b>TOTALS</b>	<b>\$1,575,736.33</b>	<b>\$1,627,428.00</b>	<b>\$1,627,428.00</b>	<b>\$1,794,722.00</b>

2020 REVENUES	2021 ADOPTED REVENUES	2021 AMENDED REVENUES	2022 DEPARTMENT REQUESTS
\$192,740.63	\$202,481.00	\$202,481.00	\$198,836.00

SIGNED:   
DEPARTMENT HEAD

TITLE: DISTRICT ATTORNEY

DATE: 9/9/2021

Account	Account Description	2020 Actual Amount	2021 Adopted Budget	2021 Amended Budget	2021 Actual Amount	2022 Departmental Request
Fund A - General						
	REVENUE					
	Department 1165 - District Attorney					
	State Aid					
3030	State Rev D.A. Salary	72,189.00	72,189.00	72,189.00	.00	72,189.00
3031	D.A. Prosecution	36,767.72	38,172.00	38,172.00	9,390.72	38,172.00
3042	Leandras Law	3,755.41	3,645.00	3,645.00	3,063.36	.00
3043	Crimes Against Prosecution	51,045.86	59,600.00	59,600.00	12,907.20	59,600.00
	<i>State Aid Totals</i>	<u>\$163,757.99</u>	<u>\$173,606.00</u>	<u>\$173,606.00</u>	<u>\$25,361.28</u>	<u>\$169,961.00</u>
	<i>Federal Aid</i>					
4960	Emergency Disaster Assist	107.64	.00	.00	.00	.00
	<i>Federal Aid Totals</i>	<u>\$107.64</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
	<i>Fines &amp; Forfeitures</i>					
2611	Stop DWI Fines - DA	28,875.00	28,875.00	28,875.00	.00	28,875.00
	<i>Fines &amp; Forfeitures Totals</i>	<u>\$28,875.00</u>	<u>\$28,875.00</u>	<u>\$28,875.00</u>	<u>\$0.00</u>	<u>\$28,875.00</u>
	Department 1165 - District Attorney Totals	<u>\$192,740.63</u>	<u>\$202,481.00</u>	<u>\$202,481.00</u>	<u>\$25,361.28</u>	<u>\$198,836.00</u>
	REVENUE TOTALS	<u>\$192,740.63</u>	<u>\$202,481.00</u>	<u>\$202,481.00</u>	<u>\$25,361.28</u>	<u>\$198,836.00</u>

Account	Account Description	2020 Actual Amount	2021 Adopted Budget	2021 Amended Budget	2021 Actual Amount	2022 Departmental Request
<b>Fund A - General</b>						
<b>EXPENSE</b>						
Department 1165 - District Attorney						
Personal Services						
110	Salaries - Regular	1,117,693.99	1,124,906.00	1,124,906.00	696,719.54	1,238,827.00
120	Salaries - Overtime	13.82	.00	.00	.00	.00
<i>Personal Services Totals</i>		<b>\$1,117,707.81</b>	<b>\$1,124,906.00</b>	<b>\$1,124,906.00</b>	<b>\$696,719.54</b>	<b>\$1,238,827.00</b>
Equipment						
220	Office Equipment	.00	.00	65.27	65.27	.00
220.1	Office Equipment - Reserve	14,307.00	.00	.00	.00	.00
250	Technical Equipment	.00	2,000.00	2,000.00	679.90	2,000.00
<i>Equipment Totals</i>		<b>\$14,307.00</b>	<b>\$2,000.00</b>	<b>\$2,065.27</b>	<b>\$745.17</b>	<b>\$2,000.00</b>
Contractual Expense						
410	Supplies	11,290.75	13,000.00	12,934.73	4,062.87	13,000.00
423	Telephone	2,977.37	3,500.00	3,500.00	1,811.49	3,500.00
424	Postage	2,661.74	2,000.00	2,000.00	1,468.72	2,600.00
426	Subscriptions	3,828.33	4,500.00	4,500.00	2,533.00	4,500.00
428	Data Processing & Internet Fees	1,858.28	2,000.00	2,000.00	1,654.10	2,200.00
439	Misc Fees & Expenses	60.00	.00	.00	.00	.00
440	Legal/Transcript Fees	50,153.78	60,000.00	60,000.00	17,456.80	55,000.00
444	Travel/Education/Conference	6,910.73	15,000.00	15,000.00	1,246.72	15,000.00
445	Foods	45.80	500.00	500.00	.00	500.00
470	Contract	4,840.00	5,000.00	5,000.00	4,220.00	5,000.00
<i>Contractual Expense Totals</i>		<b>\$84,626.78</b>	<b>\$105,500.00</b>	<b>\$105,434.73</b>	<b>\$34,453.70</b>	<b>\$101,300.00</b>
Comments						
Account	Level	Comment				
440	Departmental Request	Special Prosecutor - Wendling Termination upon 30 days of written notice of either party. Total not to exceed \$10,000.00 Reso 145 of 2019				
470	Departmental Request	New York Prosecutors Training Institute, Inc. Termination upon 30 days of written notice of either party. Total not to exceed \$20,000.00 Reso 201 of 2021				
Employee Benefits						
810	Retirement	124,519.33	156,549.00	156,549.00	91,325.29	186,818.00

*\$2000.00 2022 Departmental Request*

Account	Account Description	2020 Actual Amount	2021 Adopted Budget	2021 Amended Budget	2021 Actual Amount	2022 Departmental Request
<b>Fund A - General</b>						
<b>EXPENSE</b>						
Department 1165 - District Attorney						
<i>Employee Benefits</i>						
830	Social Security	62,383.94	65,558.00	65,558.00	41,292.59	73,236.00
831	Medicare Contribution	15,488.59	16,310.00	16,310.00	9,657.11	17,962.00
860	Hospitalization	141,639.10	141,519.00	140,019.00	94,229.59	155,194.00
865	Dental Insurance	2,120.44	2,448.00	2,448.00	1,564.44	2,568.00
<i>Employee Benefits Totals</i>		\$346,151.40	\$382,384.00	\$380,884.00	\$238,069.02	\$435,778.00
<i>Other Benefits</i>						
840	Workmen's Compensation	5,618.00	4,410.00	4,410.00	4,409.84	6,190.00
861	Retirees Hospitalization	7,325.34	7,478.00	7,478.00	1,869.48	7,627.00
862	Health Insurance Cost Reimbursement	.00	750.00	2,250.00	829.29	3,000.00
<i>Other Benefits Totals</i>		\$12,943.34	\$12,638.00	\$14,138.00	\$7,108.61	\$16,817.00
Department 1165 - District Attorney Totals		\$1,575,736.33	\$1,627,428.00	\$1,627,428.00	\$977,096.04	\$1,794,722.00
EXPENSE TOTALS		\$1,575,736.33	\$1,627,428.00	\$1,627,428.00	\$977,096.04	\$1,794,722.00
<b>Fund A - General Totals</b>						
REVENUE TOTALS		\$192,740.63	\$202,481.00	\$202,481.00	\$25,361.28	\$198,836.00
EXPENSE TOTALS		\$1,575,736.33	\$1,627,428.00	\$1,627,428.00	\$977,096.04	\$1,794,722.00
Fund A - General Totals		(\$1,382,995.70)	(\$1,424,947.00)	(\$1,424,947.00)	(\$951,734.76)	(\$1,595,886.00)
<b>Net Grand Totals</b>						
REVENUE GRAND TOTALS		\$192,740.63	\$202,481.00	\$202,481.00	\$25,361.28	\$198,836.00
EXPENSE GRAND TOTALS		\$1,575,736.33	\$1,627,428.00	\$1,627,428.00	\$977,096.04	\$1,794,722.00
Net Grand Totals		(\$1,382,995.70)	(\$1,424,947.00)	(\$1,424,947.00)	(\$951,734.76)	(\$1,595,886.00)

2022 Salary Schedule (Position Budgeting)  
District Attorney.District Attorney

Empl. #	Name	Position	Annual Earnings	Empl. Type	Benefit Group	Hire Date
	Jan1 Grade & Rate	Ann. Grade & Rate				
10929	Burin, Matthew	1st Assistant DA	\$109,237.00	Full Time	Appointed F/T	6/6/2005
	N/A / \$60.02	N/A / \$60.02				
13544	Caivano, Emily	Legal Clerk #1	\$33,437.00	Full Time	CSEA/FT	6/3/2021
	05-00 / \$15.50	05-01 / \$16.20				
9824	Carusone, Jason	District Attorney	\$200,400.00	Full Time	Elected/FT	6/7/1999
	N/A / \$110.11	N/A / \$110.11				
13418	Cogdill, Carley	Legal Clerk #5	\$34,238.00	Full Time	CSEA/FT	1/21/2020
	05-01 / \$15.79	05-02 / \$16.48				
13570	DeFalco, Stephanie	Legal Clerk #2	\$33,389.00	Full Time	CSEA/FT	6/23/2021
	05-00 / \$15.50	05-01 / \$16.20				
9263	Derbyshire, Yvette	Legal Clerk #3	\$42,264.00	Full Time	CSEA/FT	5/27/2003
	05-18 / \$19.81	05-19 / \$20.32				
13139	Goldstein, Avi	5th Assistant DA	\$74,089.00	Full Time	Appointed F/T	1/2/2018
	N/A / \$40.71	N/A / \$40.71				
13405	Jones, Grant	6th Assistant DA	\$66,563.00	Full Time	Appointed F/T	11/22/2019
	N/A / \$36.57	N/A / \$36.57				
12996	McCarty, Robert	4th Assistant DA	\$75,570.00	Full Time	Appointed F/T	1/1/2017
	N/A / \$41.52	N/A / \$41.52				
10233	McDonald, Paulette	Secretary to DA	\$52,767.00	Full Time	Out of UnitFT	5/3/2001
	N/A / \$25.37	N/A / \$25.37				
10641	Nealon, Rebecca	2nd Assistant DA	\$85,394.00	Full Time	Appointed F/T	7/31/2017
	N/A / \$46.92	N/A / \$46.92				
10531	Ovitt, Nancy	Office Specialist	\$46,056.00	Full Time	CSEA/FT	1/2/2003
	07-18 / \$22.14	07-19 / \$22.14				
12695	Smith, Benjamin	3rd Assistant DA	\$85,394.00	Full Time	Appointed F/T	11/17/2014
	N/A / \$46.92	N/A / \$46.92				



**2022 BUDGET - PERSONNEL REQUEST**

DEPARTMENT NAME: District Attorney's Office

BUDGET CODE: A.1165

Title of Position: 4<sup>th</sup> Assistant District Attorney

FOR NEW POSITIONS

- (a) Annual Base Salary (and Grade if Applicable):
  
- (b) List any position(s) in the Department's Table of Organization being DELETED as a result of this request (Include annual Salary and grade if applicable):
  
- (c) Is this a mandated position? If so, please explain:
  
- (d) Is there expected Revenue from this position? If so, please explain::

FOR OTHER PERSONNEL REQUESTS (Change in Employee Status FT/PT/Temp/Per Diem)

- (a) Description of Change: Grade change from Grade 3 to Grade 4.
  
- (b) Projected change in Salary Dollars: 9,971.00.
  
- (c) Is there expected Revenue impact from this change? If so, please explain: No

PERSONNEL OFFICER AND HUMAN RESOURCE DIRECTOR REVIEW  
(Must be initialed before being presented to Budget Team)

Personnel Officer has Reviewed/Approved this form when initialed:

HR Director has Reviewed/Approved this form when initialed:

*[Handwritten initials and dates]*  
Personnel Officer: *[Signature]* 8/24/21  
HR Director: *[Signature]* 8/24/21

**2022 BUDGET - PERSONNEL REQUEST**

DEPARTMENT NAME: District Attorney's Office

BUDGET CODE: A.1165

Title of Position: 6<sup>th</sup> Assistant District Attorney

FOR NEW POSITIONS

- (a) Annual Base Salary (and Grade if Applicable):
  
- (b) List any position(s) in the Department's Table of Organization being DELETED as a result of this request (Include annual Salary and grade if applicable):
  
- (c) Is this a mandated position? If so, please explain:
  
- (d) Is there expected Revenue from this position? If so, please explain::

FOR OTHER PERSONNEL REQUESTS (Change in Employee Status FT/PT/Temp/Per Diem)

- (a) Description of Change: Grade change from Grade 2 to Grade 3.
  
- (b) Projected change in Salary Dollars: 3,428.00
  
- (c) Is there expected Revenue impact from this change? If so, please explain: No

PERSONNEL OFFICER AND HUMAN RESOURCE DIRECTOR REVIEW

(Must be initialed before being presented to Budget Team)

Personnel Officer has Reviewed/Approved this form when initialed:

HR Director has Reviewed/Approved this form when initialed:

*Handwritten initials and dates:*  
Personnel Officer: *RAW* 8/24/21  
HR Director: *AG* 8/24/21

## ASSISTANT DISTRICT ATTORNEY

**DISTINGUISHING FEATURES OF THE CLASS:** This position exists in the Office of the District Attorney. The work involves representing the People of the State of New York at every stage of proceedings including arrest through conclusion of the case, and may involve appeals and/or post-conviction motions. The Assistant District Attorney assists the District Attorney in all aspects of criminal prosecution including legal research, writing, appearing in court, conducting hearings, conducting trials, and arguing appeals. Work is performed under the general supervision of the District Attorney with wide leeway allowed for the exercise of independent judgment. Does related work as required.

### **TYPICAL WORK ACTIVITIES:** (Illustrative only)

Represents the People of the State of New York;  
Handles such proceedings as are necessary to protect the rights of the People;  
Assists the District Attorney in the preparation of various court proceedings;  
Assists in the initial stages of case preparation including obtaining discovery, reviewing and redacting protected material, filing protective orders when necessary, serving discoverable material, disclosing Brady material and filing certificates of compliance pursuant to CPL 245;  
Presents cases to the Grand Jury;  
Prepares cases for trial by reviewing case evidence, meeting with witnesses, responding to motions, preparing and handling pre-trial hearings, reviewing cases with the team, and develops a trial strategy;  
Supervises clerical staff in connection with the preparation of cases and the maintenance of appropriate records to assist in the discovery process;  
Tries cases, including jury selection, presentment of cases, preparing opening statements, examining witnesses and presenting closing arguments;  
May handle post-conviction motions, including motions to vacate judgment, by preparing a written response and arguing the motion in Superior Court;  
May handle appeals by reviewing records on appeal, research and writing legal argument for each point at issue, and conducting oral arguments at County Court, the Appellate Division and the Court of Appeals.

### **REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:**

Thorough knowledge of criminal law and court proceedings;  
Thorough knowledge of judicial procedures and rules of evidence;  
Ability to interpret and work with New York State criminal code;  
Ability to communicate effectively both orally and in writing;  
Ability to reason quickly and logically in stressful situations;  
Ability to analyze and interpret laws and legal documents in order to render an accurate legal opinion as well as analyze and organize facts effectively;  
Ability to prepare for and present cases in court;  
Ability to establish and maintain effective working relationships with others.

### **MINIMUM QUALIFICATIONS:**

Possession of a Law License and admission in good standing to practice law in the State of New York.

WC: 8/21: Exempt

## 2022 BUDGET - PERSONNEL REQUEST

DEPARTMENT NAME: District Attorney's Office

BUDGET CODE: A.1165

Title of Position: Legal Clerk ~~1~~ - Create 3 Legal Clerk 2 positions

### FOR NEW POSITIONS

- (a) Annual Base Salary (and Grade if Applicable): 37,918 (Grade 8)
- (b) List any position(s) in the Department's Table of Organization being DELETED as a result of this request (Include annual Salary and grade if applicable):
  - Legal Clerk # 1 33,076 (Grade 5)
  - Legal Clerk # 2 33,076 (Grade 5)
  - Legal Clerk # 6 33,076 (Grade 5)
- (c) Is this a mandated position? If so, please explain: No
- (d) Is there expected Revenue from this position? If so, please explain: No

### FOR OTHER PERSONNEL REQUESTS (Change in Employee Status FT/PT/Temp/Per Diem)

- (a) Description of Change:
- (b) Projected change in Salary Dollars:
- (c) Is there expected Revenue impact from this change? If so, please explain:

### PERSONNEL OFFICER AND HUMAN RESOURCE DIRECTOR REVIEW

(Must be initialed before being presented to Budget Team)

Personnel Officer has Reviewed/Approved this form when initialed: *[Signature]* 8/25/21

HR Director has Reviewed/Approved this form when initialed: *[Signature]* 8/25/21

## LEGAL CLERK II

**DISTINGUISHING FEATURES OF THE CLASS:** An incumbent in this position performs complex legal office/clerical and administrative duties to support the efficient operation of a municipal legal or legal services office. Familiarity with legal terminology used in case documents, legal briefs, contracts and or grant program administration is required. The work involves the extensive use of computer applications and automated systems in the preparation, storage and distribution of legal documents and correspondence. The class is distinguished from Legal Clerk I and III in the level of complexity of duties and independence required of the position. The work is performed under general supervision of a higher-level supervisor. Does related work as required.

### **TYPICAL WORK ACTIVITIES:** (Illustrative only)

Processes, indexes, scans, sorts, stores and/or maintains confidential legal records and files necessary for the operations of the office;

Performs various complex clerical support functions to enhance the operation of the office;

Prepares or assists in the preparation of various legal documents and correspondence;

Participates in discovery demand document production processes;

Assembles supportive materials and documents to be used for research and preparation of legal briefs, court cases or other department legal matters;

Prepares routine legal forms in accordance with standard office policies and procedures;

Gathers information, enters data and prepares reports according to federal, state, family court or local requirements;

Conducts routine correspondence and answers telephone requests on assigned matters where policy and procedures are well defined;

Examines and indexes a variety of legal instruments relating to civil and/or criminal matters;

Types a variety of records and reports relating to the indexing and recording procedures;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;

Provides general clerical support services, as assigned, to enhance the office operation of the legal department;

Does related work as assigned.

### **REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:**

Working knowledge of legal terminology, documents and legal services office procedures;

Working knowledge of office terminology;

Ability to understand and carry out oral and written instructions;

Ability to handle administrative details independently;

Ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;

Ability to establish and maintain effective working relationships;  
Ability to understand and follow oral and written instructions;  
Ability to get along well with others,  
Ability to maintain confidentiality of sensitive information, cases and files;  
Dependability, accuracy; neatness; tact and courtesy.

**MINIMUM QUALIFICATIONS:** Either

- A) Associate's Degree and one (1) year of office clerical experience in a law department, law office or related field; or
- B) Graduation from high school or possession of a high school equivalency diploma and three (3) years of office clerical experience, one of which shall have been in a law department, law office or related field.

**NOTE:** Post high-school study in a law or criminal justice related field may be substituted for experience on a year-for-year basis.

**NOTE:** Education beyond the secondary level must be obtained from an institution that is a regionally accredited or New York State registered college or university.

**2022 BUDGET - PERSONNEL REQUEST**

DEPARTMENT NAME: District Attorney's Office

BUDGET CODE: A.1165

Title of Position: Legal Clerk ~~1~~ Create 2 Legal Clerk 3 positions

FOR NEW POSITIONS

- (a) Annual Base Salary (and Grade if Applicable): 40,784 (Grade 10)
  
- (b) List any position(s) in the Department's Table of Organization being DELETED as a result of this request (Include annual Salary and grade if applicable):  
Office Specialist 36,414 (Grade 7)  
Legal Clerk # 5 33,076 (Grade 5)
  
- (c) Is this a mandated position? If so, please explain: No
  
  
- (d) Is there expected Revenue from this position? If so, please explain: No

FOR OTHER PERSONNEL REQUESTS (Change in Employee Status FT/PT/Temp/Per Diem)

- (a) Description of Change:
  
  
- (b) Projected change in Salary Dollars:
  
  
- (c) Is there expected Revenue impact from this change? If so, please explain:

PERSONNEL OFFICER AND HUMAN RESOURCE DIRECTOR REVIEW  
(Must be initialed before being presented to Budget Team)

Personnel Officer has Reviewed/Approved this form when initialed: AG 8/25/21

HR Director has Reviewed/Approved this form when initialed: AG 8/25/21

### LEGAL CLERK III

**DISTINGUISHING FEATURES OF THE CLASS:** An incumbent in this position performs advanced level legal office/clerical and administrative duties to support the efficient operation of a municipal legal office. Familiarity with legal terminology used in case documents, legal briefs, contracts and/or grant program administration is required. The work involves the operation of automated systems equipment in the preparation, storage and dissemination of legal documents and correspondence. The class is distinguished from Legal Clerk II in the level of complexity of duties and independence required of the position. The work is performed under general supervision provided by legal staff, with direct supervision provided by a higher-level administrator. Incumbents may also lead and guide lower level clerical staff in the performance of specialized projects. Does related work as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative only)

Assists attorneys in the preparation, processing and distribution of briefs, motions, subpoenas, petitions, affidavits; stipulations, orders and other legal forms for filing of federal, state and county courts as well as administrative tribunals;

Assembles supportive materials and documents to be used by attorneys for research and preparation of legal briefs, court cases and other department legal matters;

Oversees and/or participates in discovery demand document production processes;

Relieves the principals of administrative details that do not require personal attention by the use of discretion, tact and knowledge of department procedures and policies;

Handles routine telephone calls and correspondence independently or with brief oral instructions;

Gathers information, enters data and prepares reports according to federal, state and/or local requirements;

Handles and/or oversees storage of the legal files of the agency;

May assist and participate in Department grant administration and/or compliance processes;

May coordinate documentation and assist in preparation for administrative hearings;

May assist in drafting of grants related to the legal office;

Processes, indexes, scans, sorts and/or maintains confidential legal records and files necessary for the operations of the office;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;

Provides general clerical support services, as assigned, to enhance the office operation of the legal department;

Does related work as assigned.

**REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:**

Good knowledge of legal terminology, documents and legal services office procedures;  
Good knowledge of office terminology;  
Ability to understand and carry out complex written and oral instructions;  
Ability to handle administrative details independently;  
Ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;  
Ability to establish and maintain effective working relationships;  
Ability to maintain confidentiality of sensitive information, cases and files;  
Accuracy; dependability, tact and courtesy.

**MINIMUM QUALIFICATIONS:** Either

- A) Bachelor's Degree and one (1) year of office clerical experience which must have involved production and processing of law office documents; or
- B) Associate's Degree and three (3) years of office clerical experience, one year of which must have involved production and processing of law office documents; or
- C) Graduation from high school or possession of a high school equivalency diploma and five (5) years of office clerical experience, one year of which must have involved production and processing of law office documents.

**NOTE:** Post high-school study in a law or criminal justice related field may be substituted for experience on a year-for-year basis.

**NOTE:** Education beyond the secondary level must be obtained from an institution that is a regionally accredited or New York State registered college or university.

**2022 BUDGET - PERSONNEL REQUEST**

DEPARTMENT NAME: District Attorney

BUDGET CODE: A.1165

Title of Position:

FOR NEW POSITIONS

- (a) Annual Base Salary (and Grade if Applicable):
  
- (b) List any position(s) in the Department's Table of Organization being DELETED as a result of this request (Include annual Salary and grade if applicable):
  
- (c) Is this a mandated position? If so, please explain:
  
- (d) Is there expected Revenue from this position? If so, please explain::

FOR OTHER PERSONNEL REQUESTS (Change in Employee Status FT/PT/Temp/Per Diem)

- (a) Description of Change: 2022 Departmental request for \$2,000.00 in 120 Salaries - Overtime
  
- (b) Projected change in Salary Dollars: \$2,000.00
  
- (c) Is there expected Revenue impact from this change? If so, please explain: No.

PERSONNEL OFFICER AND HUMAN RESOURCE DIRECTOR REVIEW

(Must be initialed before being presented to Budget Team)

Personnel Officer has Reviewed/Approved this form when initialed: 7/21/21  
HR Director has Reviewed/Approved this form when initialed: 10/9/21

First Name	Last Name	Department Head	Position Title	Hire Date	2021 Budgeted Salary	Position Grade	2021 Budgeted Increment	"Zero Year"	Year Attained in 2022	Top Eligible Increment	entry	1st	2nd	3rd	4th	5th	10th	15th
Matthew	Burin	District Attorney	1st Assistant DA	6/6/2005	\$ 109,237	5	15	2005	17	15	83,203	85,243	87,801	89,557	90,900	99,081	104,035	109,237
BEN (Rebecca)	SMITH (Nealon)	District Attorney	2nd Assistant DA	11/17/2014	\$ 85,394	4	3	2015	7	5	79,241	81,281	83,720	85,394	86,675	94,476		
BOB (Benjamin)	MCCARTY (Smith)	District Attorney	3rd Assistant DA	1/1/2017	\$ 85,394	4	3	2017	5	5	79,241	81,281	83,720	85,394	86,675	94,476		
AVI (Robert)	GOLDSTEIN (McCarty)	District Attorney	4th Assistant DA	1/2/2018	\$ 75,570	4	3	2018	4	4	69,891	71,931	74,089	75,570	76,704	Grade Upgraded	86,675	
GRANT (Avi)	JONES (Goldstein)	District Attorney	5th Assistant DA	11/22/2019	\$ 74,089	3	2	2020	2	2	69,891	71,931	74,089					
CONNOR (vacant)	SMITH (vacant)	District Attorney	6th Assistant DA	1/24/2020	\$ 66,563	3	2 entry	2020	2	2	66,563	68,603	70,661			With Grade Upgrade	74,089	
VACANT (Grant)	VACANT (Jones)	District Attorney	7th Assistant DA	vacant	\$ 66,563	2	entry	2022	0	entry	66,563							
VACANT (Conner)	VACANT (Smith)	District Attorney	8th Assistant District Attorney	vacant	\$ 66,563	2	entry	2022	0	entry	66,563							
VACANT (new)	VACANT (new)	District Attorney	9th Assistant District Attorney	vacant	\$ -	2	entry	2022	0	entry	66,563							

Ann Vondrak

**Department Head Instructions:**

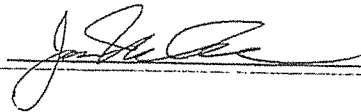
The salaries listed above represent your employees' current budgeted salaries as well as the merit-based salaries they are eligible to receive in 2022 pursuant to your evaluation of their performance. Please enclose with your 2022 Budget Submission your evaluations and circle the 2022 salary you recommend for each employee. Please note these salaries do not reflect a cost of living adjustment for 2022. A uniform cost of living adjustment may be applied to all salaries on this grid at the discretion of the Budget Officer and the full Board of Supervisors. Please certify your salary recommendations by signing below:

 08/27/2021

First Name	Last Name	Department Description	Position Title	Hire Date	2021 Budgeted Salary	Position Grade	2021 Budgeted Increment	"Zero Year"	Year Attained in 2022	Top Eligible Increment	entry	1st	2nd	3rd	4th	5th	10th	15th	20th	25th	30th	
Paulette	McDonald	District Attorney	Secretary to DA	5/7/2001	\$ 52,767	8	off. 2001	2001	21	20	43,605	44,913	46,036	46,557	47,561	49,091	50,564	52,081	53,643			

**Department Head Instructions:**

The salaries listed above represent your employees' current budgeted salaries as well as the merit-based salaries they are eligible to receive in 2022 pursuant to your evaluation of their performance. Please enclose with your 2022 Budget Submission your evaluations and circle the 2022 salary you recommend for each employee. Please note these salaries do not reflect a cost of living adjustment for 2022. A uniform cost of living adjustment may be applied to all salaries on this grid at the discretion of the Budget Officer and the full Board of Supervisors. Please certify your salary recommendations by signing below:

 08/27/2021

# DISTRICT ATTORNEY

DISTRICT ATTORNEY

Jason M. Carusone

1<sup>st</sup> Assistant

M. Burin

Investigator

M. Huskie

Dir. Crime Vic  
Program  
M. Affinito

Conf. Asst DA

P. McDonald

2<sup>nd</sup> Assistant

B. Smith

Investigator

T. Breen

Crime Victim  
Spec  
M. Choppa

Office Spec

N. Ovitt

3<sup>rd</sup> Assistant

R. McCarty

Investigator

R. Lail

Legal Clerk 3

Y. Derbyshire

4<sup>th</sup> Assistant

A. Goldstein

Legal Clerk 4

L. Troelstra

5<sup>th</sup> Assistant

G. Jones

Legal Clerk 1

E. Caivano

6<sup>th</sup> Assistant

C. Smith

Legal Clerk 2

S. Defalco

7<sup>th</sup> Assistant

A. Vondak

Legal Clerk 6

R. Christensen

8<sup>th</sup> Assistant

Vacant

Legal Clerk 5

Vacant

9<sup>th</sup> Assistant

Vacant

**DA budget 1165**

Additional notes:

Rebecca Nealon still appears in the salary schedule. Her last day was August, 20, 2021.

I request a cost of living adjustment to the non-bargaining positions including the annual DA on call pay (salary schedule). If the Public Defender's annual on call pay surpasses the District Attorney's annual on call pay then I request an equal annual allotment.

I request to have an overtime line of \$2000.00

PLEASE NOTE: THIS FORM MUST BE ACCOMPANIED BY ALL DETAILED BUDGET SHEETS

WARREN COUNTY BUDGET SUMMARY SHEET

PRIOR YEAR EXPENDITURES AND REQUEST FOR 2022 APPROPRIATIONS

REQUEST SUBMISSION TO THE CLERK OF THE BOARD OF SUPERVISORS

NAME OF DEPARTMENT: Crime Victims-Assist.DA

BUDGET ACCOUNT CODE: A.1168

OBJECT CODES	2020 EXPENDITURES	2021 ADOPTED	2021 AMENDED	2022 DEPARTMENT REQUESTS
100's PERSONAL SERVICES	\$117,928.83	\$117,167.00	\$117,167.00	\$113,170.00
200's EQUIPMENT	\$0.00	\$250.00	\$250.00	\$0.00
400's CONTRACTUAL	\$2,276.78	\$9,390.00	\$9,390.00	\$6,144.00
800's EMPLOYEE BENEFITS	\$43,758.86	\$44,918.00	\$44,918.00	\$34,291.00
TOTALS	\$163,964.47	\$171,725.00	\$171,725.00	\$153,605.00

2020 REVENUES	2021 ADOPTED REVENUES	2021 AMENDED REVENUES	2022 DEPARTMENT REQUESTS
\$144,609.04	\$171,863.00	\$171,863.00	\$155,606.00

SIGNED:

  
DEPARTMENT HEAD

TITLE:

DISTRICT ATTORNEY

DATE:

9/09/2021

Account	Account Description	2020 Actual Amount	2021 Adopted Budget	2021 Amended Budget	2021 Actual Amount	2022 Departmental Request
<b>Fund A - General</b>						
REVENUE						
Department 1168 - Crime Victims-Assist.DA						
State Aid						
3032	Crime Victims Advocate -DA	144,609.04	171,863.00	171,863.00	76,948.39	155,606.00
<i>State Aid Totals</i>		\$144,609.04	\$171,863.00	\$171,863.00	\$76,948.39	\$155,606.00
Department 1168 - Crime Victims-Assist.DA Totals		\$144,609.04	\$171,863.00	\$171,863.00	\$76,948.39	\$155,606.00
REVENUE TOTALS		\$144,609.04	\$171,863.00	\$171,863.00	\$76,948.39	\$155,606.00
EXPENSE						
Department 1168 - Crime Victims-Assist.DA						
Personal Services						
110	Salaries - Regular	117,913.12	117,167.00	117,167.00	64,653.37	113,170.00
120	Salaries - Overtime	15.71	.00	.00	.00	.00
<i>Personal Services Totals</i>		\$117,928.83	\$117,167.00	\$117,167.00	\$64,653.37	\$113,170.00
<i>Contractual Expense</i>						
410	Supplies	534.04	3,308.00	3,308.00	196.84	2,160.00
423	Telephone	1,164.16	1,500.00	1,500.00	494.00	1,500.00
424	Postage	150.88	400.00	400.00	64.22	300.00
427	Memberships & Dues	27.00	50.00	50.00	25.00	50.00
428	Data Processing & Internet Fees	108.00	132.00	132.00	132.00	134.00
444	Travel/Education/Conference	292.70	4,000.00	4,000.00	69.44	2,000.00
<i>Contractual Expense Totals</i>		\$2,276.78	\$9,390.00	\$9,390.00	\$981.50	\$6,144.00
<i>Employee Benefits</i>						
810	Retirement	19,588.83	20,505.00	20,505.00	11,079.99	18,165.00
830	Social Security	7,081.10	7,265.00	7,265.00	3,883.67	7,017.00
831	Medicare Contribution	1,656.05	1,699.00	1,699.00	908.28	1,641.00
860	Hospitalization	15,329.34	15,329.00	15,329.00	8,506.11	7,348.00
865	Dental Insurance	103.54	120.00	120.00	78.54	120.00
<i>Employee Benefits Totals</i>		\$43,758.86	\$44,918.00	\$44,918.00	\$24,456.59	\$34,291.00
Department 1168 - Crime Victims-Assist.DA Totals		\$163,964.47	\$171,475.00	\$171,475.00	\$90,091.46	\$153,605.00
EXPENSE TOTALS		\$163,964.47	\$171,475.00	\$171,475.00	\$90,091.46	\$153,605.00
Fund A - General Totals						
REVENUE TOTALS		\$144,609.04	\$171,863.00	\$171,863.00	\$76,948.39	\$155,606.00
EXPENSE TOTALS		\$163,964.47	\$171,475.00	\$171,475.00	\$90,091.46	\$153,605.00
Fund A - General Totals		(\$19,355.43)	\$388.00	\$388.00	(\$13,143.07)	\$2,001.00
Net Grand Totals						

\$ 2001.00 REQUEST  
2022 DEPARTMENTAL

# Budget Worksheet Report

Budget Year 2022

REVENUE GRAND TOTALS	\$144,609.04	\$171,863.00	\$171,863.00	\$76,948.39	\$155,606.00
EXPENSE GRAND TOTALS	\$163,964.47	\$171,475.00	\$171,475.00	\$90,091.46	\$153,605.00
Net Grand Totals	(\$19,355.43)	\$388.00	\$388.00	(\$13,143.07)	\$2,001.00

2022 Salary Schedule (Position Budgeting)  
 District Attorney.Crime Victims Assistance Unit

Empl. #	Name	Position	Annual Earnings	Empl. Type	Benefit Group	Hire Date
	Jan1 Grade & Rate	Ann. Grade & Rate				
11177	Affinito, Manon	Victim Assist Program Director	\$67,170.00	Full Time	CSEA/FT	9/1/2006
	21-15 / \$32.29	21-16 / \$32.29				
13347	Choppa, Michaela	Crime Victim Specialist	\$46,000.00	Full Time	CSEA/FT	7/8/2019
	14-02 / \$22.01	14-03 / \$22.39				
		Crime Victim Specialist - PT	\$0.00			
	14-00 / \$21.34	N/A / \$21.34				
		3	\$113,170.00			

**2022 BUDGET - PERSONNEL REQUEST**

DEPARTMENT NAME: Crime Victims-Assist DA

BUDGET CODE: A.1168

Title of Position:

FOR NEW POSITIONS

- (a) Annual Base Salary (and Grade if Applicable):
  
- (b) List any position(s) in the Department's Table of Organization being DELETED as a result of this request (Include annual Salary and grade if applicable):
  
- (c) Is this a mandated position? If so, please explain:
  
- (d) Is there expected Revenue from this position? If so, please explain::

FOR OTHER PERSONNEL REQUESTS (Change in Employee Status FT/PT/Temp/Per Diem)

- (a) Description of Change: 2022 Departmental request for \$2,001.00 in 120 Salaries - Overtime
  
- (b) Projected change in Salary Dollars: \$2,001.00
  
- (c) Is there expected Revenue impact from this change? If so, please explain: No.

PERSONNEL OFFICER AND HUMAN RESOURCE DIRECTOR REVIEW

(Must be initialed before being presented to Budget Team)

Personnel Officer has Reviewed/Approved this form when initialed: AP 9/1/21

HR Director has Reviewed/Approved this form when initialed: AP 9/1/21

PLEASE NOTE: THIS FORM MUST BE ACCOMPANIED BY ALL DETAILED BUDGET SHEETS

WARREN COUNTY BUDGET SUMMARY SHEET

PRIOR YEAR EXPENDITURES AND REQUEST FOR 2022 APPROPRIATIONS

REQUEST SUBMISSION TO THE CLERK OF THE BOARD OF SUPERVISORS

NAME OF DEPARTMENT: Narcotics Control-DA

BUDGET ACCOUNT CODE: A.4220

OBJECT CODES	2020 EXPENDITURES	2021 ADOPTED	2021 AMENDED	2022 DEPARTMENT REQUESTS
100's PERSONAL SERVICES	\$59,096.90	\$59,715.00	\$59,715.00	\$59,715.00
200's EQUIPMENT				\$0.00
400's CONTRACTUAL	\$3,282.93	\$4,548.00	\$4,515.00	\$4,185.00
800's EMPLOYEE BENEFITS	\$4,520.91	\$4,567.00	\$4,567.00	\$4,567.00
<b>TOTALS</b>	<b>\$66,900.74</b>	<b>\$68,830.00</b>	<b>\$68,797.00</b>	<b>\$68,467.00</b>

2020 REVENUES	2021 ADOPTED REVENUES	2021 AMENDED REVENUES	2022 DEPARTMENT REQUESTS
\$0.00			\$0.00

SIGNED:

  
DEPARTMENT HEAD

TITLE:

District Attorney

DATE:

9/9/2021

Account	Account Description	2020 Actual Amount	2021 Adopted Budget	2021 Amended Budget	2021 Actual Amount	2022 Departmental Request
<b>Fund A - General</b>						
<b>EXPENSE</b>						
Department 4220 - Narcotics Control-DA						
Personal Services						
110	Salaries - Regular	918.72	.00	.00	.00	.00
130	Salaries - Part Time	58,178.18	59,715.00	59,715.00	34,403.65	59,715.00
<i>Personal Services Totals</i>		<u>\$59,096.90</u>	<u>\$59,715.00</u>	<u>\$59,715.00</u>	<u>\$34,403.65</u>	<u>\$59,715.00</u>
<i>Contractual Expense</i>						
418	Ins-General Liability	128.48	148.00	115.00	114.46	135.00
423	Telephone	824.04	1,000.00	1,000.00	266.29	650.00
441	Auto-Supplies & Repair	1,592.84	1,800.00	1,800.00	637.42	1,800.00
442	Automotive - Gas & Oil	737.57	1,600.00	1,600.00	535.41	1,600.00
<i>Contractual Expense Totals</i>		<u>\$3,282.93</u>	<u>\$4,548.00</u>	<u>\$4,515.00</u>	<u>\$1,553.58</u>	<u>\$4,185.00</u>
<i>Employee Benefits</i>						
830	Social Security	3,664.01	3,702.00	3,702.00	2,133.03	3,702.00
831	Medicare Contribution	856.90	865.00	865.00	498.85	865.00
<i>Employee Benefits Totals</i>		<u>\$4,520.91</u>	<u>\$4,567.00</u>	<u>\$4,567.00</u>	<u>\$2,631.88</u>	<u>\$4,567.00</u>
Department 4220 - Narcotics Control-DA Totals		<u>\$66,900.74</u>	<u>\$68,830.00</u>	<u>\$68,797.00</u>	<u>\$38,589.11</u>	<u>\$68,467.00</u>
EXPENSE TOTALS		<u>\$66,900.74</u>	<u>\$68,830.00</u>	<u>\$68,797.00</u>	<u>\$38,589.11</u>	<u>\$68,467.00</u>
Fund A - General Totals		<u>\$66,900.74</u>	<u>\$68,830.00</u>	<u>\$68,797.00</u>	<u>\$38,589.11</u>	<u>\$68,467.00</u>
EXPENSE TOTALS		<u>\$66,900.74</u>	<u>\$68,830.00</u>	<u>\$68,797.00</u>	<u>\$38,589.11</u>	<u>\$68,467.00</u>
Fund A - General Totals		<u>(\$66,900.74)</u>	<u>(\$68,830.00)</u>	<u>(\$68,797.00)</u>	<u>(\$38,589.11)</u>	<u>(\$68,467.00)</u>
Net Grand Totals						
REVENUE GRAND TOTALS		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
EXPENSE GRAND TOTALS		<u>\$66,900.74</u>	<u>\$68,830.00</u>	<u>\$68,797.00</u>	<u>\$38,589.11</u>	<u>\$68,467.00</u>
Net Grand Totals		<u>(\$66,900.74)</u>	<u>(\$68,830.00)</u>	<u>(\$68,797.00)</u>	<u>(\$38,589.11)</u>	<u>(\$68,467.00)</u>

2022 Salary Schedule (Position Budgeting)  
 District Attorney.Narcotics Control

Empl. #	Name	Position	Annual Earnings	Empl. Type	Benefit Group	Hire Date
	Jan1 Grade & Rate	Ann. Grade & Rate				
8474	Breen, Robert	PT Investigator #4	\$23,886.00	Part Time	Less P/T12/21/12	10/20/2014
	N/A / \$28.71	N/A / \$28.71				
10493	Huskie, Michael	Investigator #2	\$11,943.00	Part Time	Less than P/T	10/1/2002
	N/A / \$28.71	N/A / \$28.71				
12825	Lail, Russell	Investigator #3 - PT	\$23,886.00	Less than Half	Less P/T12/21/12	9/1/2015
	N/A / \$28.71	N/A / \$28.71				
		<b>3</b>	<b>\$59,715.00</b>			

# RESOLUTION REQUEST FORM NO. 12

Schedule "A"

## NOTICE OF INTENT TO FILL VACANT POSITION

This notice of intent is filed whenever a department head plans to fill an *existing* funded position in their budget that is vacated due to a retirement, resignation, termination or promotion. This notice may not be used for requests to create a *new* position. For complete instructions on the procedure to be followed, see the reverse of this form.

### DEPARTMENT HEAD COMPLETES THIS SECTION

Department: District Attorney Payroll Dept. No: 5.0  
Title of Position: Legal Clerk #5 Base Salary of Position: \$32,237.00 Grade: 5  
Filling at Step # (If Known): \_\_\_\_\_  
Budget code and title: A.1165 110 Salaries Regular Union  Non-Union   
This position is vacated due to:  Retirement  Resignation  Termination  Promotion  Other  
Employee No./Last Name: 13418/Cogdill Date of Vacancy: September 17, 2021  
Is this position mandated?  Yes  No Is the position reimbursable?  Yes  No  
Source of reimbursement:  Federal \_\_\_\_\_%  State \_\_\_\_\_%  Other \_\_\_\_\_%

### CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

Competitive-active eligible list  Competitive-no list (*hiring would be provisional*)  Non-Competitive  Other \_\_\_\_\_

Actual Impact to Budget Report will be provided monthly by Human Resources Director.

Candidate's qualifications must be approved by Personnel Officer prior to hiring. 9/9/21

Human Resources Director has approved this form when initialed. 10 9/8/21

### COUNTY ADMINISTRATOR COMPLETES THIS SECTION

- The Administrator has no objection to the filling of the vacancy.  
 The Administrator objects to the filling of the vacancy.

Administrator Signature [Signature] Date 9/9/21

### BUDGET OFFICER COMPLETES THIS SECTION

- The Budget Officer has no objection to the filling of the vacancy.  
 The Budget Officer objects to the filling of the vacancy.

Budget Officer Signature Frank E. Thomas Date 9/10/21

### SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Criminal Justice

- The committee has no objection to the filling of the vacancy.  
 The committee objects to the filling of the vacancy.  
 In the case of an emergency, Committee Chair has no objection to the filling of the vacancy.  
 In the case of an emergency, Committee Chair objects to the filling of the vacancy.

Ranking Committee Member Signature [Signature] Date 9-20-2021

## RESOLUTION REQUEST FORM NO. 12

### Schedule "A"

#### AUTHORITY FOR POLICY AND PROCEDURE

Resolution 155 of 2003, amended by Resolution Nos. 497 of 2006, 719 of 2006, 318 of 2007, 374 of 2011 and 259 of 2014, provides the policy and procedure for the establishment, filling and increasing or decreasing of salaries for positions within Warren County. Copies of the resolutions are available from the Clerk of the Board.

#### WHAT FORM TO USE

- For giving notice of intent to fill an existing vacant position, use this form.
- For creating a new position, complete Resolution Request Form No. 11.
- For increasing or decreasing salary of non-union position, complete Resolution Request Form No. 13.
- For reclassification of position, complete Resolution Request Form No. 14.

These forms are available from the Clerk of the Board.

#### HOW TO USE THIS FORM

Department heads must first file this notice of intent with the Human Resources Director/Personnel Officer for review and approval of position details. Once the form has been initialed by both the Human Resources Director and Personnel Officer, it should be forwarded on to the County Administrator for approval. The County Administrator shall furnish a copy of the notice to the Budget Officer. Once both the County Administrator and the Budget Officer have executed the form, a copy must be submitted by the Department Head to the Supervisory Committee with their regular agenda. Once signed by the Chair of the Supervisory Committee, the Notice of Intent shall be submitted to the Clerk of the Board, who shall report the action on the Personnel Committee agenda and forward the fully executed form to the Department Head.

#### OBJECTIONS

If either the County Administrator, Budget Officer or Supervisory Committee objects to the position being filled, each should affix their signature to this form indicating they have an objection. In this case, the department head is advised that the position may not be filled unless otherwise determined by the Board of Supervisors. All requests to fill vacant positions must be approved by the County Administrator, Budget Officer and a 2/3 majority vote of the Supervisory Committee or oversight Committee Chair approval as provided in the Rules of the Board.

#### NO OBJECTIONS

If the County Administrator, Budget Officer and Supervisory Committee have no objection to the position being filled, each should affix their signatures to this form indicating they have no objection.

#### PAPERWORK

To fill the position, complete the 426 Report of Personnel Change, attach the original of this form to the back of the 426, along with the Resolution approving same and submit to the Human Resources and Civil Service Department. Be certain to make a copy of both the 426 and this form for retention in your department files.

*Department Heads are reminded that an oath of office must be filed in the Office of the County Clerk. Oaths of Office forms are available from the County Clerk.*