

CRIMINAL JUSTICE & PUBLIC SAFETY COMMITTEE MEETING
DISTRICT ATTORNEY AGENDA
September 26, 2022

COMMITTEE MEMBERS: Supervisors GERACI, Braymer, Seeber, Dickinson, Driscoll, McDevitt and Diamond
- 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 to apply for Crimes Against Revenue Prosecution Grant (CARP).
Rationale: Resolution request to apply for Crimes Against Revenue Prosecution Grant (CARP) in an amount to be determined.
 2. Request to fill Legal Clerk II #1 position.
Rationale: Intent to fill Legal Clerk II #1 position due to current Legal Clerk II #1 accepting the Legal Clerk III #1 position.
- IV. Discussion Items:
 1. Received notification of receipt of Aid to Prosecution Grant funding for the grant period of April 1, 2022 until March 31, 2023, in the amount of \$38,172.00.
 2. Review 2023 District Attorney's Budget:
 - A.1165 District Attorney
 - A.1168 Crime Victims-Assist. DA
 - A.4220 Narcotics Control DA
- 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

Attachments:

1. Resolution Request Form No. 5 - Request to Apply for a Grant Application and Grant Agreement - Crimes Against Revenue Prosecution Grant (CARP)
2. Resolution Request Form No. 12 – Notice of Intent to Fill Vacant Position – Legal Clerk II #1
3. A.1165 District Attorney Budget
4. A.1168 Crime Victims-Assist. DA Budget
5. A.4220 Narcotics Control DA Budget

RESOLUTION REQUEST FORM NO. 5

Request to Apply for a Grant Application and Grant Agreement

DEPARTMENT NAME: District Attorney

DATE: September 19, 2022

- (a) Purpose of Grant:
**To apply for renewal of Crimes Against Revenue Prosecution Grant (CARP),
DCJS No. CR21445343**
- (b) Name of Grantor:
New York State Division of Criminal Justice Services
- (c) Address of Contractor: **80 South Swan Street
Albany NY 12210**
- (d) Grantor's Contact Person and Telephone Number:
Katelyn Mallick, Ph. (518) 457-3776
- (e) Has or Will the Grant Application or Grant Agreement be provided, if so, Please Attach? **No - awaiting additional information**
- (f) Effective Date of Grant: **January 1, 2023**
- (g) Termination Date of Grant: **December 31, 2023**
- (h) Total Dollar Amount Involved (not to exceed): **TBD**
- (i) Deadline to Submit Grant Application and/or Grant Agreement:
TBD
- (j) Is a Budget amendment required? **No** If yes, also complete and submit Form No. 7.
- (k) Are the funds to go into a Capital Project or Capital Reserve Project? **No** If yes, also complete and submit Form No. 8 or Form No. 9, as applicable.
- (i) Is a Local Share Required? **No** If Yes, Where are the Funds? List Budget Code, Object Code, Full Title* and Amount **OR** Capital Project **OR** Capital Reserve Project Number and Title and Amount:

Sample: A.1010 470 Legislative Board – Contract \$xx.xx
Capital Project No. H289.9550 480 – Old Jail Renovations \$xx.xx

*as listed in budget and LOGOS

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 II #1 Base Salary of Position: \$43,638.00 Grade: 8
Filling at Step # (If Known):
Budget code and title: A.1165 110 Salaries Regular Union [checked] Non-Union []
This position is vacated due to: [] Retirement [] Resignation [] Termination [] Promotion [] Other [checked]
Employee No./Last Name: 13544/Caivano Date of Vacancy: 9/12/2022
Is this position mandated? [] Yes [checked] No Is the position reimbursable? [] Yes [checked] No
Source of reimbursement: [] Federal [] State [] Other

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

[checked] 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.
Human Resources Director has approved this form when initialed.

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

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

Administrator Signature [Signature] Date 7.7.22

BUDGET OFFICER COMPLETES THIS SECTION

- [checked] 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 9/8/22

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Criminal Justice & Public Safety
[checked] 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 9/20/22

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: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

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

WARREN COUNTY BUDGET SUMMARY SHEET

PRIOR YEAR EXPENDITURES AND REQUEST FOR 2023 APPROPRIATIONS

REQUEST SUBMISSION TO THE CLERK OF THE BOARD OF SUPERVISORS

NAME OF DEPARTMENT:

District Attorney

BUDGET ACCOUNT CODE:

A.1165

OBJECT CODES	2021 EXPENDITURES	2022 ADOPTED	2022 AMENDED	2023 DEPARTMENT REQUESTS
100's PERSONAL SERVICES	\$1,117,425.82	\$1,318,434.00	\$1,359,574.00	\$1,366,283.00
200's EQUIPMENT	\$6,726.78	\$2,000.00	\$2,459.57	\$2,000.00
400's CONTRACTUAL	\$67,166.48	\$101,300.00	\$101,735.09	\$103,800.00
800's EMPLOYEE BENEFITS	\$386,832.38	\$450,586.00	\$458,052.91	\$430,704.00
TOTALS	\$1,578,151.46	\$1,872,320.00	\$1,921,821.57	\$1,902,787.00

2021 REVENUES	2022 ADOPTED REVENUES	2022 AMENDED REVENUES	2023 DEPARTMENT REQUESTS
\$409,984.87	\$198,836.00	\$198,836.00	\$416,035.00

SIGNED:


 DEPARTMENT HEAD

TITLE:

District Attorney

DATE:

9/08/2022

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

WARREN COUNTY BUDGET SUMMARY SHEET

PRIOR YEAR EXPENDITURES AND REQUEST FOR 2023 APPROPRIATIONS

REQUEST SUBMISSION TO THE CLERK OF THE BOARD OF SUPERVISORS

NAME OF DEPARTMENT: District Attorney - American Rescue Plan Act (ARPA)

BUDGET ACCOUNT CODE: A.1165 4999

OBJECT CODES	2021 EXPENDITURES	2022 ADOPTED	2022 AMENDED	2023 DEPARTMENT REQUESTS
200's EQUIPMENT		\$0.00	\$5,109.51	\$0.00
TOTALS		\$0.00	\$5,109.51	\$0.00

2021 REVENUES	2022 ADOPTED REVENUES	2022 AMENDED REVENUES	2023 DEPARTMENT REQUESTS
\$0.00	\$0.00	\$5,109.51	\$0.00

SIGNED: 
 DEPARTMENT HEAD
 TITLE: District Attorney
 DATE: 9/08/2022

Budget Worksheet Report

Budget Year 2023

Account	Account Description	2021 Actual Amount	2022 Adopted Budget	2022 Amended Budget	2022 Actual Amount	2023 Departmental Request
Account	1165 - District Attorney					
Department	1165 - District Attorney					
REVENUE						
State Aid						
330	State Rev D.A. Salary	72,189.00	72,189.00	72,189.00	72,189.00	72,189.00
331	D.A. Prosecution	44,366.32	38,172.00	38,172.00	31,825.40	38,172.00
342	Leandras Law	3,063.36	.00	.00	.00	.00
343	Crimes Against Prosecution	29,283.19	59,600.00	59,600.00	16,712.87	59,600.00
347	Discovery Reform	232,208.00	.00	.00	.00	217,199.00
	<i>Fines & Forfeitures Totals</i>	\$381,109.87	\$169,961.00	\$169,961.00	\$120,727.27	\$387,160.00
511	Stop DWI Fines - DA	28,875.00	28,875.00	28,875.00	.00	28,875.00
	<i>Fines & Forfeitures Totals</i>	\$28,875.00	\$28,875.00	\$28,875.00	\$0.00	\$28,875.00
	Department 1165 - District Attorney Totals	\$409,984.87	\$198,836.00	\$198,836.00	\$120,727.27	\$416,035.00
	REVENUE TOTALS	\$409,984.87	\$198,836.00	\$198,836.00	\$120,727.27	\$416,035.00

Budget Worksheet Report

Budget Year 2023

Account	Account Description	2021 Actual Amount	2022 Adopted Budget	2022 Amended Budget	2022 Actual Amount	2023 Departmental Request
EXPENSE						
Department 1165 - District Attorney						
<i>Personal Services</i>						
10	Salaries - Regular	1,117,423.84	1,317,934.00	1,359,074.00	823,096.81	1,365,783.00
10	Salaries - Overtime	1.98	500.00	500.00	45.66	500.00
<i>Equipment</i>						
10	Furniture/Furnishings	1,818.90	.00	.00	.00	.00
10	Office Equipment	65.27	.00	713.06	283.68	.00
10	Technical Equipment	679.90	2,000.00	1,570.62	.00	2,000.00
10	Other Equipment	4,162.71	.00	175.89	175.89	.00
<i>Contractual Expense</i>						
10	Supplies	10,417.69	13,000.00	12,480.43	4,764.18	13,000.00
12	Repair/Maint-Equipment	262.54	.00	.00	.00	.00
13	Telephone	2,937.85	3,500.00	3,500.00	1,383.84	3,500.00
14	Postage	2,696.29	2,600.00	2,600.00	933.85	2,600.00
16	Subscriptions	5,064.00	4,500.00	5,394.66	3,651.99	6,900.00
18	Data Processing & Internet Fees	2,034.04	2,200.00	2,200.00	1,737.96	2,300.00
19	Misc Fees & Expenses	.00	.00	60.00	60.00	.00
14	Legal/Transcript Fees	35,382.48	55,000.00	55,000.00	20,973.50	55,000.00
14	Travel/Education/Conference	4,124.03	15,000.00	15,000.00	7,512.38	15,000.00
15	Foods	27.56	500.00	500.00	.00	500.00
10	Contract	4,220.00	5,000.00	5,000.00	3,330.00	5,000.00
<i>Employee Benefits</i>						
10	Retirement	148,395.14	150,009.00	154,328.70	91,660.20	126,152.00
10	Social Security	62,903.61	75,821.00	78,371.68	48,722.97	81,380.00
11	Medicare Contribution	15,464.78	18,567.00	19,163.53	11,394.83	19,810.00
10	Hospitalization	144,932.84	186,321.00	186,321.00	110,518.65	183,138.00
15	Dental Insurance	2,415.92	2,976.00	2,976.00	1,811.88	2,736.00
<i>Other Benefits</i>						
10	Workmen's Compensation	4,409.84	6,190.00	6,190.00	6,190.00	7,122.00
11	Retirees Hospitalization	7,480.96	7,702.00	7,702.00	4,383.40	8,116.00
<i>Equipment Totals</i>		\$1,117,425.82	\$1,318,434.00	\$1,359,574.00	\$823,142.47	\$1,366,283.00
<i>Contractual Expense Totals</i>		\$6,726.78	\$2,000.00	\$2,459.57	\$459.57	\$2,000.00
<i>Employee Benefits Totals</i>		\$67,156.48	\$101,300.00	\$101,735.09	\$44,347.70	\$103,800.00
<i>Other Benefits Totals</i>		\$374,112.29	\$433,694.00	\$441,160.91	\$264,108.53	\$413,216.00

Budget Worksheet Report

Budget Year 2023

Account Description	2021 Actual Amount	2022 Adopted Budget	2022 Amended Budget	2022 Actual Amount	2023 Departmental Request
Account Fund A - General					
EXPENSE					
Department 1165 - District Attorney					
Other Benefits					
Health Insurance Cost Reimbursement	829.29	3,000.00	3,000.00	21.52	2,250.00
Other Benefits Totals	\$12,720.09	\$16,892.00	\$16,892.00	\$10,594.92	\$17,488.00
Department 1165 - District Attorney Totals	\$1,578,151.46	\$1,872,320.00	\$1,921,821.57	\$1,142,653.19	\$1,902,787.00
EXPENSE TOTALS	\$1,578,151.46	\$1,872,320.00	\$1,921,821.57	\$1,142,653.19	\$1,902,787.00
Fund A - General Totals					
REVENUE TOTALS	\$409,984.87	\$198,836.00	\$198,836.00	\$120,727.27	\$416,035.00
EXPENSE TOTALS	\$1,578,151.46	\$1,872,320.00	\$1,921,821.57	\$1,142,653.19	\$1,902,787.00
Net Grand Totals	(\$1,168,166.59)	(\$1,673,484.00)	(\$1,722,985.57)	(\$1,021,925.92)	(\$1,486,752.00)
Net Grand Totals					
REVENUE GRAND TOTALS	\$409,984.87	\$198,836.00	\$198,836.00	\$120,727.27	\$416,035.00
EXPENSE GRAND TOTALS	\$1,578,151.46	\$1,872,320.00	\$1,921,821.57	\$1,142,653.19	\$1,902,787.00
Net Grand Totals	(\$1,168,166.59)	(\$1,673,484.00)	(\$1,722,985.57)	(\$1,021,925.92)	(\$1,486,752.00)

2023 Salary Schedule (Position Budgeting)
District Attorney, District Attorney

Empl. #	Name	Position	Annual Earnings	Empl. Type	Benefit Group	Hire Date
10929	Burin, Matthew N/A / \$61.82	1st Assistant DA N/A / \$61.82	\$112,514.00 Full Time	Full Time	Appointed F/T	6/6/2005
13544	Caivano, Emily 08-01 / \$21.81	Legal Clerk II #1 08-02 / \$22.14	\$45,764.00 Full Time	Full Time	CSEA/FT	6/3/2021
9824	Carusone, Jason N/A / \$110.11	District Attorney N/A / \$110.11	\$200,400.00 Full Time	Full Time	Elected/FT	6/7/1999
13597	Christensen, Ryan N/A / \$37.67	9th Assistant DA N/A / \$37.67	\$68,560.00 Full Time	Full Time	Appointed F/T	9/7/2021
13600	Cosentino, Morgan N/A / \$37.67	8th Assistant DA N/A / \$37.67	\$68,560.00 Full Time	Full Time	Appointed F/T	10/12/2021
13655	Davis, Deondra 08-00 / \$21.50	Legal Clerk II #3 08-01 / \$21.81	\$45,174.00 Full Time	Full Time	CSEA/FT	4/11/2022
13570	DeFalco, Stephanie 08-01 / \$21.81	Legal Clerk II #2 08-02 / \$22.14	\$45,712.00 Full Time	Full Time	CSEA/FT	6/23/2021
9263	Derbyshire, Yvette 05-19 / \$23.64	Legal Clerk #3 05-20 / \$23.88	\$49,460.00 Full Time	Full Time	CSEA/FT	5/27/2003
13139	Goldstein, Avi N/A / \$47.38	4th Assistant DA N/A / \$47.38	\$86,231.00 Full Time	Full Time	Appointed F/T	1/2/2018
13405	Jones, Grant N/A / \$41.93	5th Assistant DA N/A / \$41.93	\$76,311.00 Full Time	Full Time	Appointed F/T	11/22/2019
12996	McCarty, Robert N/A / \$49.05	3rd Assistant DA N/A / \$49.05	\$89,275.00 Full Time	Full Time	Appointed F/T	1/1/2017
10233	McDonald, Paulette N/A / \$26.56	Secretary to DA N/A / \$26.56	\$55,253.00 Full Time	Full Time	Out of Unit FT	5/3/2001
10531	Ovit, Nancy 10-19 / \$27.95	Legal Clerk III #2 10-20 / \$28.19	\$58,625.00 Full Time	Full Time	CSEA/FT	1/2/2003

12695	Smith, Benjamin	2nd Assistant DA	\$97,310.00 Full Time	Appointed F/T	11/17/2014
	N/A / \$53.47	N/A / \$53.47			
13417	Smith, Connor	6th Assistant DA	\$76,311.00 Full Time	Appointed F/T	1/24/2020
	N/A / \$41.93	N/A / \$41.93			
12870	Troelstra, Laura	Legal Clerk #4	\$45,596.00 Full Time	CSEA/FT	1/5/2016
	05-06 / \$21.92	05-07 / \$21.92			
13588	Vondrak, Ann	7th Assistant DA	\$68,560.00 Full Time	Appointed F/T	8/23/2021
	N/A / \$37.67	N/A / \$37.67			
	N/A / \$0.00	DA On Call Pay	\$28,500.00		
	N/A / \$0.00	District Attorney - Overtime	\$500.00		
	N/A / \$0.00	N/A / \$0.00			
	10-00 / \$22.92	Legal Clerk III #1	\$47,667.00		
	N/A / \$0.00	N/A / \$22.92			
	N/A / \$0.00	Office Specialist	\$0.00		
	N/A / \$0.00	N/A / \$0.00			
			21		
			\$1,366,283.00		

- Budget Request 2.5% COLA for all non-bargaining employees, including DA on call pay

Effective 8/1/22 annual earnings increase of \$5,720.00 not reflected in this salary schedule.

2023 BUDGET - PERSONNEL REQUEST

DEPARTMENT NAME: District Attorney

BUDGET CODE: A.1165 110 Salaries

Title of Position: Secretary to District Attorney

FOR NEW POSITIONS

- (a) Annual Base Salary (and Grade if Applicable): Click or tap here to enter text

- (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): Click or tap here to enter text

- (c) Is this a mandated position? If so, please explain: Click or tap here to enter text.

- (d) Is there expected Revenue from this position? If so, please explain: Click or tap here to enter text.

FOR OTHER PERSONNEL REQUESTS (Change in Employee Status FT/PT/Temp/Per Diem, Change in Non-bargaining Salary Grade)

- (a) Description of Change: Change in Non-bargaining Salary Grade from 8 to Grade 9

- (b) Projected change in Salary Dollars: \$3,315.00

- (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: *[Signature]* 8/24/22

HR Director has Reviewed/~~Approved~~ this form when initialed: *[Signature]* 8/24/22

SECRETARY TO DISTRICT ATTORNEY

DISTINGUISHING FEATURES OF THE CLASS: Under the general direction of the District Attorney, an employee in this position performs executive legal secretarial tasks. The incumbent is appointed by the District Attorney and serves at the discretion of the District Attorney. Responsibilities include assisting the District Attorney in a wide variety of legal, administrative, and other functions. The position involves the performance of a variety of tasks requiring the exercise of a high level of autonomy, independent judgment, and a general understanding of legal procedures and administrative policies. The work also involves responsibility in assisting the District Attorney and Assistant District Attorneys with the preparation and drafting of legal and administrative documents. Supervision may be exercised over clerical and secretarial support staff. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

- Assists in the preparation of felony pleading paperwork, orders, warrants, subpoenas, resolutions, and other legal documents;
- Drafts letters, memoranda, reports and other legal documents related to the District Attorney's Office;
- Maintains calendar of appointments for the District Attorney, insuring the District Attorney is apprised of all appointments and changes as well as matters requiring immediate attention.
- Maintains calendar of appearances for all matters pending in the County Court;
- Coordinates all travel and completes all necessary documentation for the District Attorney, Assistant District Attorney's, and Law Enforcement when needed for an extradition;
- Responsible for monitoring and assisting the District Attorney in approving bi-weekly payroll, and time-off requests;
- Responsible for assisting the District Attorney in the preparation of the annual budget, annual inventory, committee meeting documents, work orders, credit card requests, and any other documents required for the District Attorney's Office;
- Responsible for office accounting; input and preparation of all necessary paperwork as it relates purchase orders, transfers, invoices, petty cash report, budget reports, vendor requests, and W-9 requests;
- Directly involved in new employee hires, as well as the internship program: posting the position, scheduling and participation in the interview process, new hire/intern paperwork, informing employee/intern of office confidentiality, office procedures, and required office trainings;
- Obtained certification and runs criminal history reports and drivers abstracts;
- Serves as a Notary Public;
- Performs special and confidential assignments as required.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES, AND ATTRIBUTES:

- Thorough knowledge of responsibilities of an executive secretary;
- Good knowledge of secretarial skills, including business English, legal terminology, word processing, business arithmetic, ability to compose and edit letters and memoranda;
- Ability to comprehend the varied activities of a large department sufficiently to handle the mass of items passing through the District Attorney's Office;

Ability to identify critical operating problems and to formulate and effectively implement realistic solutions for ongoing operations with minimum disruption to Law Department staff;
Ability to act independently and carry out complex oral and written instructions;
Ability to establish and maintain effective working relationships;
Ability to coordinate workflow with staff;
Ability to use computer applications such as spreadsheets, word processing, e-mail and database software; Ability to maintain strict confidentiality;
Initiative; tact; poise; integrity; confidentiality; good judgment; appropriate attire for court;

MINIMUM QUALIFICATIONS: As established by the District Attorney.

WC: 2022
JC: Exempt

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

WARREN COUNTY BUDGET SUMMARY SHEET

PRIOR YEAR EXPENDITURES AND REQUEST FOR 2023 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	2021 EXPENDITURES	2022 ADOPTED	2022 AMENDED	2023 DEPARTMENT REQUESTS
100's PERSONAL SERVICES	\$111,300.14	\$113,670.00	\$118,510.00	\$129,186.00
200's EQUIPMENT	\$67.98	\$0.00	\$450.00	\$0.00
400's CONTRACTUAL	\$2,000.40	\$6,144.00	\$5,694.00	\$15,861.00
800's EMPLOYEE BENEFITS	\$40,893.61	\$29,915.00	\$30,793.46	\$31,161.00
TOTALS	\$154,262.13	\$149,729.00	\$155,447.46	\$176,208.00

2021 REVENUES	2022 ADOPTED REVENUES	2022 AMENDED REVENUES	2023 DEPARTMENT REQUESTS
\$146,148.43	\$155,606.00	\$155,606.00	\$171,389.00

SIGNED: 
 DEPARTMENT HEAD
 TITLE: District Attorney
 DATE: 9/09/2022

Budget Worksheet Report

Budget Year 2023

Account Fund	Account Description	2021 Actual Amount	2022 Adopted Budget	2022 Amended Budget	2022 Actual Amount	2023 Departmental Request
1032	REVENUE Department 1168 - Crime Victims-Assist.DA State Aid Crime Victims Advocate - DA					
	<i>State Aid Totals</i>	146,148.43	155,606.00	155,606.00	70,235.92	171,389.00
		\$146,148.43	\$155,606.00	\$155,606.00	\$70,235.92	\$171,389.00
	Department 1168 - Crime Victims-Assist.DA Totals	\$146,148.43	\$155,606.00	\$155,606.00	\$70,235.92	\$171,389.00
	REVENUE TOTALS	\$146,148.43	\$155,606.00	\$155,606.00	\$70,235.92	\$171,389.00

Budget Worksheet Report

Budget Year 2023

Account	Account Description	2021 Actual Amount	2022 Adopted Budget	2022 Amended Budget	2022 Actual Amount	2023 Departmental Request
Fund A - General	EXPENSE					
Department 1168 - Crime Victims-Assist.DA						
Personal Services						
10	Salaries - Regular	111,194.84	113,170.00	118,010.00	74,846.28	128,686.00
20	Salaries - Overtime	105.30	500.00	500.00	.11	500.00
	Personal Services Totals	\$111,300.14	\$113,670.00	\$118,510.00	\$74,846.39	\$129,186.00
Contractual Expense						
110	Supplies	331.24	2,160.00	1,710.00	21.32	4,606.00
123	Telephone	926.09	1,500.00	1,500.00	507.56	1,500.00
124	Postage	228.07	300.00	300.00	136.75	300.00
127	Memberships & Dues	25.00	50.00	50.00	25.00	50.00
128	Data Processing & Internet Fees	132.00	134.00	134.00	134.00	140.00
139	Misc Fees & Expenses	.00	.00	.00	.00	4,819.00
144	Travel/Education/Conference	358.00	2,000.00	2,000.00	69.50	4,446.00
	Contractual Expense Totals	\$2,000.40	\$6,144.00	\$5,694.00	\$894.13	\$15,861.00
Employee Benefits						
110	Retirement	20,524.24	13,584.00	14,092.20	10,559.47	13,145.00
130	Social Security	6,721.50	7,048.00	7,348.08	4,556.51	8,009.00
131	Medicare Contribution	1,571.97	1,648.00	1,718.18	1,065.64	1,873.00
360	Hospitalization	11,946.54	7,515.00	7,515.00	5,202.36	8,014.00
365	Dental Insurance	129.36	120.00	120.00	83.16	120.00
	Employee Benefits Totals	\$40,893.61	\$29,915.00	\$30,793.46	\$21,467.14	\$31,161.00
Department 1168 - Crime Victims-Assist.DA Totals						
	EXPENSE TOTALS	\$154,194.15	\$149,729.00	\$154,997.46	\$97,207.66	\$176,208.00
Fund A - General Totals						
	REVENUE TOTALS	\$146,148.43	\$155,606.00	\$155,606.00	\$70,235.92	\$171,389.00
	EXPENSE TOTALS	\$154,194.15	\$149,729.00	\$154,997.46	\$97,207.66	\$176,208.00
	Net Grand Totals	(\$8,045.72)	\$5,877.00	\$608.54	(\$26,971.74)	(\$4,819.00)
Fund A - General Totals						
	REVENUE GRAND TOTALS	\$146,148.43	\$155,606.00	\$155,606.00	\$70,235.92	\$171,389.00
	EXPENSE GRAND TOTALS	\$154,194.15	\$149,729.00	\$154,997.46	\$97,207.66	\$176,208.00
	Net Grand Totals	(\$8,045.72)	\$5,877.00	\$608.54	(\$26,971.74)	(\$4,819.00)

2023 Salary Schedule (Position Budgeting)
 District Attorney.Crime Victims Assistance Unit

Empl #	Name	Position	Annual Earnings	Empl Type	Benefit Group	Hire Date
11177	Affinito, Mannon 21-16 / \$35.91	Victim Assist Program Director 21-17 / \$35.91	\$74,700.00	Full Time	CSEA/FT	9/1/2006
13347	Choppa, Michaela 14-03 / \$25.77	Crime Victim Specialist 14-04 / \$26.17	\$53,986.00	Full Time	CSEA/FT	7/8/2019
	N/A / \$0.00	Crime Victims Assistance - OT N/A / \$0.00	\$500.00			
				3		\$129,186.00



**Office of
Victim Services**

KATHY HOCHUL
Governor

ELIZABETH CRONIN
Director

8/1/2022

**Warren County District Attorney's Office
1340 Sate Route 9
Lake George NY 12845**

RE: VOCA Grant Program Application Number 115523

Funding Source: Victims of Crime Act Victim and Witness Assistance Grant Program

Dear Applicant:

It is my pleasure to inform you that the New York State Office of Victim Services (OVS) has awarded your Victim Assistance Program funding for the period October 1, 2022, through September 30, 2025, under the Victim and Witness Assistance Grant Program. Your contract number is C11415GG and your revised tentative award amounts are:

2022-2023: \$171,389.59

2023-2024: \$171,389.59

2024-2025: \$171,389.59

As always, award amounts are considered tentative until successful contract negotiations are completed. Award amounts are dependent on the availability of funds.

Also please note:

OVS will do everything possible to secure the funding to meet the three-year commitments outlined in this letter. However, we think it prudent to mention that the level of funding New York will receive from the Federal Victim of Crime Act (VOCA) Victim Assistance Award in the future is unclear. It was hoped that the VOCA fix would result in large revenue deposits into the Crime Victims Fund. To date we have not seen the level of revenue that would suggest that awards will be able to be maintained at the 2022 level or at the extraordinarily high levels OVS

received from 2015-2019. As the federal funding picture becomes more certain, we will continue to keep OVS grant recipients informed about anticipated future funding levels. However, grant recipients should be mindful that if federal funding levels are reduced, OVS may have to reduce funding during this grant period. Grant recipients will be given ample notice of future funding levels, but we wanted to ensure that our grantees know that the potential exists for funding levels to be impacted during this grant period of 2022-2025.

Included with this letter is a contract checklist and supporting documents to assist you with finalizing your grant. Additional OVS documents required to execute your agency's grant contract can be found on [2022 VOCA RFA](#). Completed documents should be uploaded into the Grants Gateway in the Grantee Document folder. Please contact your OVS Contract Manager **Natasha Nolan** at **Natasha.Nolan@ovs.ny.gov** or **518-485-7813** should you need assistance.

Please note that while you will be completing the contract negotiation process in the NYS Grants Gateway, no information from your original application was transferred from the CFA (Consolidated Funding Application) into the NYS Grants Gateway. This means that you will need to re-enter your budget and adjust & upload all applicable supporting documentation to reflect your actual award amount. Please submit all the required documents and make all budget adjustments by the close of business on 8/15/2022. Your agency's submission will be considered complete when it contains all the items on the attached checklist.

On behalf of the Office of Victim Services we look forward to continuing our shared efforts to provide quality services to victims of crime in New York State.

Sincerely,



Elizabeth Cronin, Esq.
Director

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

WARREN COUNTY BUDGET SUMMARY SHEET

PRIOR YEAR EXPENDITURES AND REQUEST FOR 2023 APPROPRIATIONS

REQUEST SUBMISSION TO THE CLERK OF THE BOARD OF SUPERVISORS

Narcotics Control-DA

NAME OF DEPARTMENT:
BUDGET ACCOUNT CODE:

A.4220

OBJECT CODES	2021 EXPENDITURES	2022 ADOPTED	2022 AMENDED	2023 DEPARTMENT REQUESTS
100's PERSONAL SERVICES	\$55,256.37	\$59,715.00	\$61,581.00	\$61,507.00
200's EQUIPMENT				\$0.00
400's CONTRACTUAL	\$2,482.67	\$4,185.00	\$4,185.00	\$4,215.00
800's EMPLOYEE BENEFITS	\$4,227.11	\$4,567.00	\$4,905.68	\$4,705.00
TOTALS	\$61,966.15	\$68,467.00	\$70,671.68	\$70,427.00

2021 REVENUES	2022 ADOPTED REVENUES	2022 AMENDED REVENUES	2023 DEPARTMENT REQUESTS
\$0.00			\$0.00

SIGNED: 
 DEPARTMENT HEAD
 TITLE: District Attorney
 DATE: 9/08/2022

Budget Worksheet Report

Budget Year 2023

Account	Account Description	2021 Actual Amount	2022 Adopted Budget	2022 Amended Budget	2022 Actual Amount	2023 Departmental Request
EXPENSE	Department: 4220 - Narcotics Control-DA					
	Personal Services					
30	Salaries - Part Time	55,256.37	59,715.00	61,581.00	37,486.29	61,507.00
	<i>Personal Services Totals</i>	\$55,256.37	\$59,715.00	\$61,581.00	\$37,486.29	\$61,507.00
	<i>Contractual Expense</i>					
18	Ins-General Liability	114.46	135.00	145.00	141.99	165.00
23	Telephone	422.78	650.00	650.00	218.68	450.00
11	Auto-Supplies & Repair	670.37	1,800.00	1,990.00	1,855.81	2,000.00
12	Automotive - Gas & Oil	1,275.06	1,600.00	1,400.00	912.78	1,600.00
	<i>Contractual Expense Totals</i>	\$2,482.67	\$4,185.00	\$4,185.00	\$3,129.26	\$4,215.00
	<i>Employee Benefits</i>					
10	Retirement	.00	.00	195.93	.00	.00
30	Social Security	3,425.89	3,702.00	3,817.69	2,324.14	3,813.00
31	Medicare Contribution	801.22	865.00	892.06	543.55	892.00
	<i>Employee Benefits Totals</i>	\$4,227.11	\$4,567.00	\$4,905.68	\$2,867.69	\$4,705.00
	<i>Department 4220 - Narcotics Control-DA Totals</i>	\$61,966.15	\$68,467.00	\$70,671.68	\$43,483.24	\$70,427.00
	<i>Fund A - General Totals</i>	\$61,966.15	\$68,467.00	\$70,671.68	\$43,483.24	\$70,427.00
	<i>Fund A - General Totals</i>	\$61,966.15	\$68,467.00	\$70,671.68	\$43,483.24	\$70,427.00
	<i>Net Grand Totals</i>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	<i>REVENUE GRAND TOTALS</i>	\$61,966.15	\$68,467.00	\$70,671.68	\$43,483.24	\$70,427.00
	<i>EXPENSE GRAND TOTALS</i>	(\$61,966.15)	(\$68,467.00)	(\$70,671.68)	(\$43,483.24)	(\$70,427.00)
	<i>Net Grand Totals</i>	(\$61,966.15)	(\$68,467.00)	(\$70,671.68)	(\$43,483.24)	(\$70,427.00)

2023 Salary Schedule (Position Budgeting)
 District Attorney, Narcotics Control

Empl. #	Name	Position	Ann. Grade & Rate	Annual Earnings	Empl. Type	Benefit Group	Hire Date
8474	Breen, Robert	PT Investigator #4	N/A / \$29.57	\$24,603.00	Part Time	Less P/T12/21/12	10/20/2014
10493	Huskie, Michael	Investigator #2	N/A / \$29.57	\$12,301.00	Part Time	Less than P/T	10/1/2002
12825	Lail, Russell	Investigator #3 - PT	N/A / \$29.57	\$24,603.00	Less than Half	Less P/T12/21/12	9/1/2015
				3			
				\$61,507.00			

- Budget Request 2.5% COLA for all non-bargaining employees.

Effective 8/1/22 annual earnings increase of \$2.75 per hour is not reflected in this salary schedule.