



Resolution
Board of Supervisors
County of Columbia
New York

RESOLUTION NO.: 171-2012

DATE: May 9, 2012

BY SUPERVISOR: _____
SPECIAL FINANCE COMMITTEE
CHAIRMAN: LAWRENCE ANDREWS

**RESOLUTION AUTHORIZING THE COLUMBIA COUNTY DISTRICT
ATTORNEY TO FILL BUDGETED VACANT POSTIONS AND
PROVIDE FOR RECORDS MANAGEMENT**

WHEREAS, the District Attorney currently is without an investigator, and investigatory services are imperative to the District Attorney's Office; and

WHEREAS, the District Attorney currently has an open position of Paralegal and the District Attorney desires to fill the position of Paralegal, or in the alternative, hire an additional Assistant District Attorney; and

WHEREAS, the positions are within the District Attorney's budgetary allocation; and

WHEREAS, the County of Columbia is currently undertaking a records management initiative to promote proper storage and handling of county records; and

WHEREAS, pursuant to section 700 of the New York State County Law, the Columbia County District Attorney must retain possession and control over all records, books and papers relating to that office for a period of 25 years and then may only dispose of such records upon approval of the New York State Supreme Court Appellate Division; and

WHEREAS, the County has contacted the State Education Department, Division of Government Records Services and has confirmed that the District Attorney is without authority to delegate his duty to maintain records; and

WHEREAS, the records of the District Attorney are currently located in at least three (3) different buildings, in varying conditions, under varying states of security and with no consistent filing system;

NOW, THEREFORE BE IT

RESOLVED, that the District Attorney is authorized to fill the following positions: 1). Chief Investigator, part-time, at an annual salary of thirty thousand dollars (\$30,000); 2). Investigator, part-time, at the rate of two hundred dollars (\$200) per diem; 3). Paralegal or Assistant District Attorney at an annual salary of forty-three thousand nine hundred forty-eight dollars (\$43,948), FP 14, Step 1 salary of thirty seven thousand three hundred fifty-six dollars (\$37,356.00); and be it further

RESOLVED, that the County Facilities Department shall coordinate with the District Attorney to locate and construct a fireproof vault sufficient to hold all of the current District Attorney files, as well as provide for future anticipated space for the next twenty (20) years; and the District Attorney shall temporarily, for no more the eight (8) weeks, contract with three persons at rates of \$25, \$12 and \$12, per hour respectively, to gather, organize and move all District Attorney files; and be it further

RESOLVED, that certified copies of this resolution be forwarded to the District Attorney, Human Resources, Payroll, Civil Service, Columbia County Attorney and Columbia County Treasurer.

Approved:

County Attorney

Resolution
Committee

