

Program # 15000 - District Attorney - Administrative Support Services

Version 5/24/2005 s

Priority: Safety

Lead Agency: District Attorney

Program Offer Type: Support

Program Contact: Scott Marcy

Related Programs:

Frameworks:

Executive Summary

This Administrative support services program provides clerical support for the department's main reception desk and mail handling at the County Courthouse as well as clerical floaters that provide backup clerical coverage throughout the department.

Program Description

The Administrative Support Services program provides reception for the main District Attorney's Office at the County Courthouse and is the point of first contact for members of the public both in person and on the telephone. The staff provides general information about the responsibilities of the office and direct inquiries to the appropriate unit. The reception staff also processes all incoming and outgoing internal and external mail.

The program also includes two clerical floater positions that act in a support and back-up function for the departments clerical staff. A number of contracted services which are used by the entire department are also a part of this program.

Program Justification

This program provides direct support to the District Attorney's Office's operation programs and units enabling them to achieve the desired results in the Safety, Safety Net and Vibrant Community priorities.

Performance Measures

Summary of last year's program results and this year's expected results

Program Mandate: 2 Mandated Program with Funding/Service Level Choice

8.850 Offices, supplies and stenographic assistance for district attorneys and deputies. Each county shall provide the district attorney and any deputies for such county with such office space, facilities, supplies and stenographic assistance as is necessary to perform efficiently the duties of such office. [1953 c.652 §3]

Revenue/Expense Detail

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
Program Expenses	2005	2005	2006	2006
Personnel	\$437,932	\$0	\$259,524	\$0
Contracts	\$115,993	\$0	\$115,993	\$0
Materials & Supplies	\$112,285	\$0	\$116,316	\$0
Internal Services	\$557,114	\$0	\$445,260	\$0
Capital Outlay	\$0	\$0	\$5,000	\$0
Subtotal: Direct Exps:	\$1,223,324	\$0	\$942,093	\$0
Administration	\$0	\$0	\$0	\$0
Program Support	\$0	\$0	\$0	\$0
Subtotal: Other Exps:	\$0	\$0	\$0	\$0
Total GF/non-GF:	\$1,223,324	\$0	\$942,093	\$0
Program Total:	\$1,223,324		\$942,093	
Program FTE	0.00	0.00	4.00	0.00
Program Revenues				
Fees, Permits & Charges	\$142,962	\$0	\$116,357	\$0
Other / Miscellaneous	\$300	\$0	\$0	\$0
Program Revenue for Admin	\$0	\$0	\$0	\$0
Total Revenue:	\$143,262	\$0	\$116,357	\$0

Explanation of Revenues**Significant Program Changes**