

**Lead Agency:** District Attorney

**Program Contact:** Scott Marcy

**Program Offer Type:** Support

**Related Programs:**

**Program Characteristics:**

**Executive Summary**

This Administrative support services program provides clerical support for the department's main reception desk and mail handling at the County Courthouse and 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.

**Performance Measures**

Measure Type	Primary Measure	Previous Year Actual (FY08-09)	Current Year Purchased (FY09-10)	Current Year Estimate (FY09-10)	Next Year Offer (FY10-11)
Output	Witness subpoenas paid	3,482	3,500	3,500	3,500
Outcome	Amount of witness fees paid	25,122	27,500	27,500	26,000

**Performance Measure - Description**

Witness subpoenas processed- witnesses who receive a subpoena turn them into the DA main reception area after testifying in order to receive payment.

Amount of witness fees paid- the amount paid to witnesses who have turned in their subpoenas and testified.

**Legal/Contractual Obligation**

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**

	<b>Proposed General Fund</b>	<b>Proposed Other Funds</b>	<b>Proposed General Fund</b>	<b>Proposed Other Funds</b>
<b>Program Expenses</b>	2010	2010	2011	2011
Personnel	\$193,035	\$0	\$202,438	\$0
Contracts	\$30,020	\$0	\$25,000	\$0
Materials & Supplies	\$112,570	\$0	\$113,183	\$0
Internal Services	\$571,647	\$0	\$654,811	\$0
<b>Total GF/non-GF:</b>	<b>\$907,272</b>	<b>\$0</b>	<b>\$995,432</b>	<b>\$0</b>
<b>Program Total:</b>	<b>\$907,272</b>		<b>\$995,432</b>	
Program FTE	3.00	0.00	3.00	0.00
<b>Program Revenues</b>				
Fees, Permits & Charges	\$106,302	\$0	\$118,891	\$0
<b>Total Revenue:</b>	<b>\$106,302</b>	<b>\$0</b>	<b>\$118,891</b>	<b>\$0</b>

**Explanation of Revenues****Significant Program Changes**

Last year this program was: #15003, District Attorney's Office-Administrative Support Services