

**Department:** District Attorney

**Program Contact:** Jodi Erickson

**Program Offer Type:** Support

**Program Offer Stage:** As Adopted

**Related Programs:**
**Program Characteristics:**
**Executive Summary**

The three administrative support services staff provide clerical support and reception for the Multnomah County District Attorney's office main reception desk, including interoffice and US Mail handling, communication transmittals regarding court appearances between court, defense attorney, community corrections and other agencies related to case scheduling. Personnel ensure a welcoming atmosphere for the District Attorney's office, prompt mail service and initial security for the office.

**Program Summary**

The Administrative support staff provide a welcoming atmosphere for the average of 22 people who walk into the office each day, in addition to the average of 130 daily phone calls. That number includes the general public, police and other public safety personnel, victims, witnesses and defendants who need assistance. The staff is available to answer phones from 7:30 AM to 6:00 PM five days a week.

In addition, staff provides mail service to the DA's Office, handling and routing an average of 166 letters and packages each day. All staff are trained in safety and confidentiality, in accordance with Office and County legal and ethical requirements.

**Performance Measures**

| Measure Type | Primary Measure                        | FY17 Actual | FY18 Purchased | FY18 Estimate | FY19 Offer |
|--------------|--|-------------|----------------|---------------|------------|
| Output       | Number of Witness (Subpoena) Fees paid | 1,223       | 1,163          | 1,140         | 1,120      |
| Outcome      | Amount paid in Witness (Subpoena) Fees | \$8,847     | \$10,308       | \$8,700       | \$8,500    |

**Performance Measures Descriptions**

## Legal / Contractual Obligation

ORS 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       | 2018                  | 2018                 | 2019                  | 2019                 |
| Personnel              | \$221,784             | \$0                  | \$521,669             | \$0                  |
| Contractual Services   | \$67,200              | \$0                  | \$73,722              | \$0                  |
| Materials & Supplies   | \$140,408             | \$0                  | \$204,000             | \$0                  |
| Internal Services      | \$773,758             | \$0                  | \$853,931             | \$0                  |
| <b>Total GF/non-GF</b> | <b>\$1,203,150</b>    | <b>\$0</b>           | <b>\$1,653,322</b>    | <b>\$0</b>           |
| <b>Program Total:</b>  | <b>\$1,203,150</b>    |                      | <b>\$1,653,322</b>    |                      |
| <b>Program FTE</b>     | 3.00                  | 0.00                 | 3.00                  | 0.00                 |

| Program Revenues      |                  |            |                  |            |
|-----------------------|------------------|------------|------------------|------------|
| Other / Miscellaneous | \$399,553        | \$0        | \$473,208        | \$0        |
| <b>Total Revenue</b>  | <b>\$399,553</b> | <b>\$0</b> | <b>\$473,208</b> | <b>\$0</b> |

## Explanation of Revenues

## Significant Program Changes

Last Year this program was: FY 2018: 15001 Administrative Support Services