

Program #15001 - Administrative Support Services
FY 2026 Adopted
Department: District Attorney

Program Contact: Adam Brown

Program Offer Type: Administration

Program Offer Stage: Adopted

Related Programs:
Program Characteristics:
Program Description

Administrative Support Services staff carryout various aspects of support for overall office operations. This includes assisting victims and witnesses with signing subpoenas to ensure timely receipt of witness fees and mileage reimbursements after appearing at hearings or court proceedings. They coordinate mail services for the entire office, handling and routing an average of 166 pieces of mail and packages daily. This program is responsible for retrieving and disbursing probation violation administrative sanctions, profiling e-recog sheets, entering discovery fees into the case management system, maintaining MCDA phone lists and mail guides, and managing unit availability for Chief Deputy District Attorneys for court appearance list assignments. Additionally, staff create and distribute the misdemeanor daily trial list, schedule conference room reservations, and serve as facilities liaisons. Staff are trained in safety and confidentiality in accordance with MCDA and County legal and ethical requirements.

Legal Assistants provide essential support to trial units by assisting victims seeking restitution for losses incurred and maintaining extensive communication with victims and witnesses regarding trials, hearings, and meetings. They support case management by performing data entry, preparing files, and tracking cases involving domestic violence, sexual assault, violent crimes, property crimes, and mental health. Legal Assistants also assist Deputy District Attorneys with legal documents and running records related to START (Success through Accountability, Restitution, and Treatment) and MCJRP (Multnomah County Justice Reinvestment Program) cases. They process subpoenas, close files, and enter data into the case management system.

This program also covers administrative expenses such as bar dues for Deputy District Attorneys, courier services, and facilities charges associated with the Central Courthouse. MCDA is committed to providing a welcoming and trauma-informed atmosphere in all interactions with the public, victims, witnesses, and internal and external stakeholders to ensure equitable access to services and information.

Performance Measures

Measure Type	Performance Measure	FY24 Actual	FY25 Budgeted	FY25 Estimate	FY26 Target
Output	Number of Witness (Subpoena) Fees paid	271	200	122	120
Outcome	Percent of contracts awarded to COBID-certified and Oregon Forward businesses	0	2	1	1
Outcome	Percent of staff who are solely in non-attorney positions.	64%	63%	60%	60%

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 S3]

Revenue/Expense Detail

	Adopted General Fund	Adopted Other Funds	Adopted General Fund	Adopted Other Funds
Program Expenses	2025	2025	2026	2026
Personnel	\$613,847	\$0	\$663,646	\$0
Contractual Services	\$66,200	\$0	\$55,000	\$0
Materials & Supplies	\$298,046	\$0	\$313,000	\$0
Internal Services	\$76,004	\$0	\$2,516,159	\$0
Total GF/non-GF	\$1,054,097	\$0	\$3,547,805	\$0
Program Total:	\$1,054,097		\$3,547,805	
Program FTE	5.00	0.00	5.00	0.00

Program Revenues				
Other / Miscellaneous	\$1,033,555	\$0	\$953,028	\$0
Total Revenue	\$1,033,555	\$0	\$953,028	\$0

Explanation of Revenues

General Fund - \$1,003,760 of Department Indirect Revenue.

Significant Program Changes

Last Year this program was: FY 2025: 15001 Administrative Support Services

To better align with operations, moved 1.00 FTE position from PO 15101 (Juvenile Unit) in Division 1 and 1.00 FTE position from PO 15204 (Pretrial) in Division 2 to this program offer.