

**POSITION DESCRIPTION
COUNTY OF CASS, INDIANA**

POSITION: Electronic Evidence Clerk
DEPARTMENT: Prosecutor
WORK SCHEDULE: As assigned
JOB CATEGORY: COMOT (Computer, Office Machine Operation, Technician)

DATE WRITTEN: September 2026

STATUS: Full-time

DATE REVISED:

FLSA STATUS: Non-exempt

To perform this position successfully, an individual must be able to perform each essential function of the position satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Cass County provides reasonable accommodations to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless those accommodations would present an undue hardship.

The Electronic Evidence Clerk is responsible for the acquisition, organization, preservation, management, and disclosure of digital evidence used in criminal prosecutions. The Clerk serves as the primary coordinator for electronic discovery and works closely with prosecutors, investigators, law enforcement agencies, and court personnel to ensure that digital evidence is properly collected, cataloged, secured, and disclosed in accordance with applicable law, court rules, and office policy.

The Electronic Evidence Clerk occupies a position of trust requiring exceptional attention to detail, organizational skills, technological proficiency, discretion, and strict adherence to confidentiality requirements.

The Electronic Evidence Clerk is a county employee subject to applicable county personnel policies and office policies.

DUTIES:

Electronic Evidence Collection

- Serve as the office custodian of electronic evidence and maintain office-wide standards for the acquisition, organization, retention, and disclosure of digital evidence.
- Obtain electronic evidence from local, state, and federal law enforcement agencies.
- Access and retrieve evidence from approved law enforcement evidence management systems and digital evidence platforms.
- Coordinate with investigating agencies regarding missing, incomplete, or inaccessible digital evidence.
- Verify successful receipt and transfer of electronic evidence.

Evidence Organization and Management

- Maintain standardized procedures for cataloging, labeling, and organizing digital evidence.
- Create and maintain accurate records identifying the source, location, and status of electronic evidence.
- Organize body-worn camera footage, in-car video, surveillance video, photographs, digital recordings, forensic extraction reports, and related materials.
- Ensure evidence is readily accessible for authorized prosecutorial use.

Discovery Compliance

- Review electronic evidence files for completeness prior to disclosure.
- Coordinate with prosecutors and the Discovery Clerk regarding discovery obligations.
- Prepare electronic evidence for disclosure in accordance with office policy and court requirements.
- Maintain records documenting discovery production.
- Monitor discovery deadlines and assist in ensuring timely compliance.

Redaction and Confidentiality

- Identify materials requiring redaction or restricted disclosure.
- Coordinate redaction of protected information when required by law or court order.
- Assist prosecutors in identifying potential confidentiality concerns involving victims, juveniles, protected witnesses, medical information, and other sensitive materials.

Trial Preparation Support

- Assist prosecutors in preparing digital exhibits for hearings and trial.
- Organize electronic evidence for courtroom presentation.
- Coordinate testing and preparation of audiovisual equipment when necessary.
- Assist with the preparation of demonstrative exhibits and evidence presentations.

Information Security

- Maintain secure storage and handling of electronic evidence.
- Protect confidential and sensitive information from unauthorized access, disclosure, alteration, or loss.
- Follow all applicable security protocols and access-control requirements.
- Immediately report suspected data breaches, security incidents, or evidence integrity concerns.

Other Duties

- Assist with the development and maintenance of office procedures relating to electronic evidence management.
- Participate in training regarding digital evidence systems and discovery practices.
- Perform other duties as assigned.

I. JOB REQUIREMENTS AND DIFFICULTY OF WORK:

High school diploma or GED.

Knowledge of and ability to make practical application of standard policies and practices of the Cass County Prosecutor's Office and related Court operations.

Knowledge of legal terminology, standard legal procedures/practices, and federal, state and local laws governing criminal proceedings, and ability to assist attorneys with preparation of legal documents as directed.

Knowledge of standard filing systems and ability to create and maintain Department files.

Working knowledge of standard office procedures and computer software programs used by the Prosecutor's Office, with ability to apply such knowledge to a variety of interrelated processes, tasks, and operations.

Working knowledge of standard English grammar, spelling and punctuation, and ability to prepare correspondence, court/legal documents, and written reports as required.

Ability to properly operate standard office equipment, such as computer, typewriter, calculator, telephone, copier and fax machine.

Ability to effectively communicate, orally and in writing, with co-workers, other County departments, Courts, law enforcement agencies, defense attorneys, and the public, including being sensitive to professional ethics, gender, cultural diversities and disabilities.

Ability to comply with all employer and Department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to competently serve the public with diplomacy and respect, including occasional encounters with irate/hostile persons.

Ability to understand, memorize, retain and carry out oral and written instructions and present findings in oral or written form.

Ability to compile, coordinate and analyze data, make determinations, and take action based on data analysis.

Ability to work alone with minimum supervision and with others in a team environment, often amidst frequent distractions and interruptions, and under pressure from formal schedules, deadlines, and high-volume operations.

Ability to thoroughly research legal questions and identify/analyze pertinent facts related to cases.

II. RESPONSIBILITY:

Incumbent performs duties according to standard Department policies and guidelines with priorities primarily determined by supervisor and service needs of the public. Assignments are guided by definite objectives using a variety of methods or procedures, with incumbent referring to supervisor for unusual matters, such as policy interpretations. Decisions are always determined by existing, well-established policies and procedures. Errors in work are primarily detected or prevented through supervisory review or notification from other departments, agencies or the public. Undetected errors could result in loss of time to correct error and/or inconvenience or loss of money to other agencies or the public.

III. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent contact with co-workers, other County departments, Courts, law enforcement agencies, defense attorneys, and the public for purposes of exchanging/verifying information, rendering service, and resolving problems.

Incumbent reports directly to the Prosecutor.

IV. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs duties in a standard office environment, involving sitting for long periods, sitting/walking at will, keyboarding, lifting objects weighing less than 25 pounds, close vision, bending, reaching, speaking clearly, and hearing sounds/communication. Incumbent maintains considerable contact with the public and may be exposed to irate/difficult individuals.

APPLICANT/EMPLOYEE ACKNOWLEDGMENT

The job description for the position of Electronic Records Clerk for the Prosecutor's Office describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?
Yes _____ No _____

Applicant/Employee Signature

Date

Print or Type Name