

**Department:** District Attorney

**Program Contact:** Jodi Erickson

**Program Offer Type:** Support

**Program Offer Stage:** As Requested

**Related Programs:**
**Program Characteristics:** In Target

**Executive Summary**

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

**Program Summary**

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 directs inquiries to the appropriate unit. The reception staff also processes all incoming and outgoing internal and external mail. The program also includes one clerical floater position that acts as 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	FY14 Actual	FY15 Purchased	FY15 Estimate	FY16 Offer
Output	Witness subpoenas paid	2437	2800	2500	2500
Outcome	Amount paid in witness fees	\$17,796	\$18,000	\$18,000	\$18,000

**Performance Measures Descriptions**

**Output** - The total number of witness subpoenas processed. Witnesses who receive a subpoena turn them in to the DA reception area after testifying in order to receive payment.

**Outcome** - The amount paid to witnesses who have turned in their subpoenas after testifying.

## 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	2015	2015	2016	2016
Personnel	\$342,927	\$0	\$322,801	\$0
Contractual Services	\$71,500	\$0	\$70,300	\$0
Materials & Supplies	\$167,048	\$0	\$100,326	\$0
Internal Services	\$708,007	\$0	\$727,083	\$0
<b>Total GF/non-GF</b>	<b>\$1,289,482</b>	<b>\$0</b>	<b>\$1,220,510</b>	<b>\$0</b>
<b>Program Total:</b>	<b>\$1,289,482</b>		<b>\$1,220,510</b>	
<b>Program FTE</b>	3.00	0.00	3.00	0.00

Program Revenues				
Other / Miscellaneous	\$138,623	\$0	\$198,426	\$0
<b>Total Revenue</b>	<b>\$138,623</b>	<b>\$0</b>	<b>\$198,426</b>	<b>\$0</b>

## Explanation of Revenues

\$200,991 in departmental indirect revenue.

## Significant Program Changes

Last Year this program was: FY 2015: 15001A Administrative Support Services