

DATA OFFICER

JOB CODE: 5160
LOCATION: Tioga County Public Defender's Office
CLASSIFICATION: Competitive
SALARY: CSEA SG VII
ADOPTED: 11/12/2019, Reso. 305-19; 06/22, Tioga Co. Personnel & Civil Service

DISTINGUISHING FEATURES OF THE CLASS: The purpose of the position is to support improvement to the quality of representation to indigent individuals. The primary function of the Data Officer is to gather data and prepare reports. Internal contacts will be across departments within the organization and will consist of routine, administrative or highly structured interactions. The incumbent will collect data and provide regular reports to the Public Defender's Office, the Assigned Counsel Program, and Indigent Legal Service Grant providers. The Data Officer will work with the State's Department of Indigent Legal Services (ILS) to develop and implement a process to measure the data collected. The incumbent works closely with staff within the Public Defender's Office and Indigent Legal Service providers in order to establish caseload standards, define quality control measures and report on accountability. While ensuring a high level of confidentiality, an incumbent serves as the point person for accessing and organizing digital discovery material received from the Tioga County District Attorney's Office and for assisting the Public Defender's staff with discovery material case management. The incumbent receives direct supervision from the Public Defender and/or his/her designee. Supervision is not generally a function of the class. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

- Collects and collates data, consolidating into reports to be provided to the State Office of Indigent Legal Services;
- Scans source documents and, in accordance with specific instructions, populates and prepares reports that support the agency's mission;
- Locate source data, puts into proper reporting format, makes changes, corrections, additions or deletions as appropriate;
- Accesses and organizes digital discovery material shared from District Attorney's Office and assists legal staff with appropriate case management of such;
- Organizes and catalogs electronic records and related material by case to allow ease in access and use;
- Searches and retrieves data from a variety of computerized records;
- Prepares a variety of records and reports related to the work;
- Records requested information on an appropriate form or other document or relays the data to the requester orally;
- Maintains logs and other controls of source materials associated with data input, output and final format;
- Visually compares data previously entered and printed on computer generated copy with source documents to identify and correct errors;
- Coordinate annual reporting of required data in a uniform, accurate and timely fashion;
- Attends in-person and web-based training on aspects of data tracking in compliance with ILS requirements;
- Operates a variety of office equipment as necessary.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of legal documents, terminology and procedures; ability to read, interpret and apply governing regulations and requirements; ability to analyze data; familiarity with technology used to track, collect and maintain relevant data; ability to learn and use software programs; ability to implement new requirements; ability to operationalize changes in how data is collected, maintained and reported to comply with defined program requirements and deadlines; ability to communicate well both orally and

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in writing; ability to understand and follow detailed oral and written instructions; ability to maintain an impartial and consistent approach and establish good working relationships; a high degree of accuracy and attention to detail; initiative, resourcefulness, confidentiality and dependability.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma and **EITHER:**

- a. Graduation from a regionally accredited or New York State Registered college or university with a degree in Paralegal studies; **OR**
- b. Two (2) years of full-time work experience* (or its part-time equivalent) as a Paralegal, Legal Assistant or Secretary in a law office or firm; **OR**
- c. Four (4) years of full-time work experience* (or its part-time equivalent) in the preparation and collection of data related to legal transactions; **OR**
- d. An equivalent combination of training and experience as indicated by the limits above.

**Possession of a Paralegal Certificate from an accredited or New York State Registered college or university will be substituted for one (1) year of applicable full-time work experience.*