

Data Officer - Indigent Legal Services Tompkins County

Department: Assigned Counsel Program
Classification: Competitive
Labor Grade: White Collar grade 12
Approved: Year-end Resolution 2018
Revised: 4/24
By: HB, Deputy Commissioner of Human Resources

MINIMUM QUALIFICATIONS:

- (a) Graduation from a regionally accredited or New York State registered four year-college or university with a bachelor's degree in accounting, business administration, statistics, geography, computer science or a closely related field AND two years of full-time paid (or the equivalent part-time and/or volunteer) experience working with a wide variety of data including financials and/or statistics; OR
- (b) Graduation from a regionally accredited or New York State registered two-year college with an associate's degree in accounting, business administration, statistics, geography, computer science or a closely related field AND four years of full-time paid (or the equivalent part-time and/or volunteer) experience working with a wide variety of data including financials and/or statistics; OR
- (c) Any combination of training and experience equal to or greater than that described in (a) and (b) above. Tompkins County is Committed to Equity and Inclusion. We encourage those with similar values to apply.

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DISTINGUISHING FEATURES OF THE CLASS:

A Data Officer's primary function is to gather data and prepare reports. The incumbent will be required to collect data and provide regular reports to the Office of Indigent Legal Services (OILS) and Tompkins County Administration regarding the implementation of state grants and contracts and performance in meeting whatever goals are set for the department of Assigned Counsel as part of the funding process. The employee's external contact will consist of working with staff of the State's department of Indigent Legal Services (ILS) to operationalize data requirements. Information will be shared with ILS in a very structured manner and the outcome is to ensure delivery of appropriate reporting products. The purpose of the position is to support improvement of indigent criminal defense throughout the state and address funding issues that have impacted such work historically in New York State. Moderate interpersonal skills will be needed to explain or verify information about the ILS data. The incumbent will work directly with the department head to establish caseload standards, define quality control measures and report out on accountability under the Open Gov - Resource Based Accountability model. The incumbent will work with the department head to identify and produce data and reports for the county as part of the reimagining public safety process and for other county reporting requirements as needed. As needed and appropriate the incumbent may assist the grants and training coordinator or other staff with data for preparation of reimbursement submissions by the department. The employee will work under the direct supervision of the Supervising Attorney or Program Coordinator. Supervision of others is not generally a function of this class. Contact with clients of the program will be minimal and is not necessary to fulfill work objectives. Internal contacts will be across departments within the organization and will consist of routine, administrative or highly structured interactions. The incumbent will perform all related duties as required.

TYPICAL WORK ACTIVITIES:

- Collects and collates data, consolidating into reports to be provided to the State Office of Indigent Legal Services;
- Collects and collates data, consolidating into reports for County CJC and reimagining public safety process; County Legislature Public Safety Committee; and/or other county entities as needed.
- Develops in conjunction with the supervising attorney and program coordinator as needed to develop templates and forms to catch required data for database to produce required reports.

- 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;
- 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;
- May operate a copier and/or other office equipment as necessary.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Will develop a good knowledge of the Indigent Legal Services data requirements and definitions
- Good knowledge of and familiarity with the technology employed by providers of mandated representation to track relevant data as well as with providers' practices in collecting and maintaining pertinent data.
- Ability to work with each provider of mandated representation in his/her county to implement these new requirements operationalize any changes in how data are currently collected, maintained, and reported to comport with ILS definitions, requirements, and deadlines; and Record, report on, and verify any such changes.
- Availability for in-person and web-based training on several aspects of data tracking in compliance with ILS requirements
- Availability to provide regular updates to ILS on the status of the implementation of the new data requirements.
- Coordination of the annual reporting of required data in a uniform, accurate and timely fashion.
- Maintenance of an impartial and consistent approach when dealing with different providers.
- The capacity to represent faithfully to ILS the quality of the data from all providers in the county and communicate to ILS any concerns about data quality.
- Ability to speak authoritatively to the accuracy and consistency of data submitted.

PHYSICAL, MENTAL AND ENVIRONMENTAL DEMANDS:

Physical: The employee must be able to sit for extended periods of time within a standard eight-hour work day. Other types of physical effort are minimal with the exception of the occasional requirement to lift boxes of office supplies and paper goods up to twenty pounds. The incumbent's visual acuity must be sufficient to enable him or her to see and accurately work with information on a computer screen a significant portion of each work day, with or without reasonable accommodations. As a result, this position requires a considerable amount of visual effort. The employee's hearing must be sufficiently acute to enable him or her to hear, understand and carry out verbal instructions, with or without accommodations. The employee must have the physical ability to manipulate a computer keyboard and other types of office equipment. This would require a moderate level of precision, manual dexterity, operating knowledge and/or skill. These fine motor skills include adequate hand/eye coordination and the full use of fingers, hands and arms to perform the essential functions of this job, or otherwise demonstrate the ability to perform these essential functions.

Mental: The work involves moderate demands from unpredictable fluctuations in work volume, frequent interruptions, regular changes in priority. Environmental factors include the ability to work closely and cooperatively in close physical proximity with others. He or she may occasionally be required to work alone. The work is performed indoors in a temperature-controlled environment, so heat, cold, humidity, noise, etc., are not factors that are significant to this job. This would constitute minimal exposure to disagreeable environmental conditions. Prompt and regular work attendance is required. As a result, the employee is required to meet the transportation requirements necessary to get to this job. There is minimal risk of injury or illness related to this job.

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