

DATA OFFICER

DISTINGUISHING FEATURES OF THE CLASS: This position's primary function is to gather and prepare reports. The incumbent will be required to collect data and prepare reports to the Office of Indigent Legal Services (OILS) and Broome County Administration regarding the implementation of the agreement and performance in meeting whatever goals set for Broome County's providers. 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. The incumbent will work directly with the department head to establish caseload standards, define quality control measures and report out on accountability under the Resource Based Accountability model. 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. This will require the incumbent to carefully track grant-related expenditures from various funding streams. The work is performed under the direct supervision of the Public Defender or the Chief Assistant Public Defender. 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. Does related work as required.

TYPICAL WORK ACTIVITIES:

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 County and State's mission;
Locates 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 formal format;

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Visually compares data previously entered and printed on computer generated copy with source documents to identify and correct errors;

Prepares and submits all required reporting/filing for grant compliance and reimbursement;

Answers telephone, receives callers and refers them to the proper person;

May act as a liaison for the Public Defender among key individuals and other agencies;

Maintains complex records on activities of the agency;

Submits fiscal and budgetary documents to monitoring state and local fiscal authorities;

Operates a variety of office equipment.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Working knowledge of the new ILS data requirements and definitions;

Working knowledge of the technology employed by providers of mandated representation to track relevant data as well as with provider's practices in collecting and maintaining pertinent data;

Ability to work with the Broome County Public Defender and Chief Assistant public Defender to: implement these new requirements, operationalize any changes in how data is currently collected, maintained and reported to comport with the ILS definitions, requirements, and deadlines and to record, report on and verify any changes;

Ability to work with the Public Defender and Chief Assistant Public defender to develop grant applications, track grant-related expenditures and outcomes in an organized fashion, and prepare and submit all required filing for compliance and reimbursement related to all state grants;

Ability to provide regular updates to ILS on the status of the implementation of new data requirements;

Ability to coordinate the annual reporting of required data in a uniform, accurate and timely fashion;

Ability to maintain impartial and consistent approach when dealing with different providers;

Ability to represent faithfully to the ILS the quality of the data from all providers in the county and to communicate to ILS any concerns about data quality;

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Ability to speak authoritatively to the accuracy and consistency of data submitted;

Ability to communicate effectively both orally and in writing.

MINIMUM QUALIFICATIONS:

A) Graduation from a regionally accredited or New York State registered four year-college or university with an Associate's degree and two years of clerical experience working with a wide variety of data including financials and/or statistics; OR

B) Graduation from high school or possession of an equivalency diplomas and four years of experience working with a wide variety of data including financials and/or statistics; OR

C) An equivalent combination of training and experience as defined by the limits of A) and B) above.

R1115 1/28/2020
 Revised 5/7/20

COMPETITIVE