



**Cayuga County Department of Human Resources
and Civil Service Commission**

JOB SPECIFICATION

Civil Service Title:	Data Officer
Jurisdictional Class:	Competitive
Civil Division:	Indigent Defendants
Adoption: CSM	03/17/20
Revised: CSM	

DISTINGUISHING FEATURES OF THE CLASS:

The purpose of this position is to support improvement of indigent criminal defense throughout New York State and address funding issues that have impacted such work historically in New York State. This position's primary function is to work with New York State's Office of Indigent Legal Services (ILS) in operationalizing the data requirements by collecting data and preparing reports. The incumbent shall collect, maintain, and report to comply with ILS definitions, requirements, and deadlines and record, report on, and verify any changes. This position is responsible for coordinating annual reporting of required data to ILS in a uniform, accurate, and timely fashion. This individual will work with the Administrator to establish caseload standards, define quality control measures, and report on accountability. The internal contact will be across departments within the organization and will consist of routine, administrative or highly structured interactions. Will be required to do other related duties as necessary.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Collects and collates data supplied by providers and consolidated in reports to be provided to the ILS;

Scan source documented and in accordance with specific instructions, populate and prepares reports that support the agency;

Locate sources data, put into proper reporting format, and make necessary changes, corrections, additions or deletions as appropriate;

Compare data previously entered and generate report with sources documents to identify and correct errors;

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 formatting;

Prepares financial or statistical reports from data entered;

Coordinates annual reporting of required data in a uniform, accurate, and timely fashion;

Operates a variety of office equipment as necessary.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:

- Good working knowledge of and familiarity with the technology employed by providers of mandated representation to track relevant data;
- Good working knowledge of new Indigent Legal Services data requirements and definitions;
- Ability to operate a computer utilizing word processing, spreadsheets, and database programs;
- Ability to work with each provider of mandated representation in his/her county to implement new requirements;
- Operationalize any changes in how data is currently collected, maintained and reported to comport with ILS definitions, requirements, and deadlines, and record, report on, and verify any such changes;
- 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
- 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 to the accuracy and consistency of data submitted

MINIMUM QUALIFICATIONS:

EITHER:

- (A) Graduation from a regionally accredited or New York State registered college/university with an Associates' degree in Business Administration, Accounting, Statistics or closely related field and two (2) years of full time paid experience working with a wide variety of data including statistical and/or financial reporting; OR
- (B) Graduation from high school or possession of a high school equivalency diploma and four (4) of full time experience working with a wide variety of data including statistical and/or financial reporting.