

ORANGE COUNTY CLASS SPECIFICATION

TITLE: INDIGENT LEGAL SERVICES DATA OFFICER **GRADE:** 15

TITLE ABBREVIATION: ILS DATA OFFICER **TITLE NO.:** 561570

JURIS.CL: NC **SALARY CODE:** 01 **EEO CODE:** PR **FLSA CODE:** NE

DEPARTMENT: OFFICE OF ASSIGNED COUNSEL

SUPERVISOR'S TITLE: ADMINISTRATOR

DISTINGUISHING FEATURES OF THE CLASS: The work involves the sole responsibility for tracking and reporting on criminal justice cases handled by Orange County's defenders of indigent criminals. The position was created as a result of Judicial and State Legislative action relating to the Hurrell-Harring case. The position involves an understanding of the court system, the different levels of crimes, and developing and maintaining statistics in relation to how various indigents are represented. Work is performed under the supervision of the Administrator with considerable leeway to exercise independent analytical judgment to account for the work done by Orange County's contracted defenders of those indigents charged with criminal activities. The position requires formulation of accounting procedures. The work involves handling confidential or sensitive information. Does related work as required.

TYPICAL WORK ACTIVITIES:

Works with 18-b administrator or Legal Aid (or any other contracted legal provided of the County) to develop and maintain statistical tabulations on representation and outcomes of indigent defendants;

Works with New York State to prepare necessary reporting, presently known as the ILS-195 report and implements new data requirements;

Compiles the Office of Indigent Legal Services Form, presently called the ILS-195;

Operationalizes any changes in how data is currently collected, maintained, and reported to comport with ILS definitions, requirements, and deadlines;

Records, reports on, and verifies any changes;

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

Represents to ILS the quality of the data from all providers in Orange County and communicates any concerns about data quality;

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

Ensures that local resources are not being supplanted by State resources;

Reviews, analyzes and categorizes data in preparing statistical reports;

Inputs and maintains data and other pertinent information in computerized records;

Attends trainings on data tracking in compliance with ILS requirements;

Uses computer applications such as spreadsheets, word processing, calendar, email and database software in performing work assignments.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of the new Indigent Legal Services data requirements; good knowledge of the principles, methods and techniques used in data collection and analysis; good knowledge of basic research methods and procedures used in statistical analysis; working knowledge of the technology employed by providers of mandated representation to track relevant data; ability to interpret statistics; ability to collect, analyze and evaluate data in both qualitative and quantitative techniques; ability to understand, interpret, and analyze complex and detailed written material; ability to develop and maintain effective working relationships; ability to understand the differing legal representation programs for indigent defendants; ability to organize material and prepare effective narrative reports and correspondence; ability to present data, reports and comments clearly and concisely both orally and in writing; ability to speak authoritatively to the accuracy and consistency of data submitted; ability to plan individual workload and meet established deadlines; ability to effectively use computer applications such as spreadsheets, word processing, calendar, email and database software; accuracy; tact; courtesy; resourcefulness; initiative; integrity; good judgment; discretion; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- A) Master's Degree in Accounting, Finance, Business Administration, or related field and two (2) years of experience overseeing or analyzing municipal financial accounts, financial records, or budgets; OR
- B) Bachelor's Degree in Accounting, Finance, Business Administration, or related field and four (4) years of experience as outlined in A) above.

Note: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

Juris. Class Updated: 1/24/24 AT