

ADMINISTRATIVE DATA OFFICER

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for the performance of complex clerical tasks and duties in support of the Public Defender's Office. The primary function is to work with Indigent Legal Services (ILS) in operationalizing the data requirements. Clerical tasks are legal in nature and are completed utilizing independent judgment and an understanding of departmental procedures and policies. Duties are performed under general supervision of the County Public Defender. An Administrative Data Officer performs other related duties as required.

TYPICAL WORK ACTIVITIES:

- Maintains appointment calendars for attorneys in office;
- Maintains knowledge of status of all family court cases and keep clients apprised of same information, as necessary;
- Enters, maintains and updates legal cases in computerized case management system;
- Performs general office tasks including filing, answering the telephone, assisting client walk-ins, reviewing and distributing incoming mail, and preparing documents or reports;
- Drafts motions, affidavits, orders, and other legal documentation;
- Compiles letters, memoranda, reports, and a variety of other documents;
- Assists the general public, court personnel, and police agencies in requests for administrative information;
- Prepares responses and procedural handouts in regards to programs, policies and standards for internal and external office use;
- Answers employee and client questions regarding office practices, assignments and conflict management, staffing, budgetary concerns, office reporting, and data entry;
- Prepares and processes biweekly payroll, maintains payroll and personnel records, processes time off requests and tracks benefit time balances;
- Maintains PDCMS data and provides assistance to appropriate agencies to ensure accurate reporting on ILS 195 and progress reports;
- Attends ILS trainings to ensure up to date knowledge and best practices;
- Reviews and assists department head in matters relating to ILS Distributions and Hurrell-Harring funding programs and assists in implementation of work plans;
- Assists in screening cases for non-attorney staffing needs and assigns investigators or social workers as needed to review cases;
- Processes all Family Court intake referrals for the county for conflict checks, eligibility approvals and attorney assignments while adhering to ILS Standards.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Thorough knowledge of office terminology, practices, procedures, and equipment; good knowledge of word processing software; legal terminology, business arithmetic and English; good knowledge of organization, functions, policies, and regulations of the Public Defender's Office; knowledge of ILS data requirements and definitions; ability to independently handle routine

office details; ability to show initiative and resourcefulness in solution of complex problems; ability to operate alphanumeric keyboards accurately at an acceptable rate of speed; ability to understand and carry out oral and written directions; ability to listen and make clear and accurate explanations of agency policies or requirements; ability to get along well with others; ability to write legibly; clerical aptitude; mental alertness; neatness; tact and courtesy; integrity; good judgement.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma and either:

- A) Possession of an associate degree in accounting, business administrations, statistics or a closely related field and two (2) years of administrative or clerical experience in a legal office, with at least one (1) year involving data collection and reporting according to ILS requirements;

OR

- B) Four (4) years of administrative or clerical experience in a legal office, with at least one (1) year involving data collection and reporting according to ILS requirements.

CATTARAUGUS COUNTY CIVIL SERVICE

Adopted: 9/27/2024