

**TOMPKINS COUNTY CIVIL SERVICE
EXAMINATION
Inclusion Through Diversity**

OPEN TO THE PUBLIC

Tompkins County Department of Human Resources Office
125 E. Court Street
Ithaca, NY 14850
(607) 274-5526

Tompkins County is an Equal Opportunity/Affirmative Action employer. Minorities and women are encouraged to apply

TITLE: Data Officer - Indigent Legal Services

EXAM NO: 69545

SALARY: \$23.45/hr- Tompkins County 2023 Hire Rate

LOCATION: Assigned Counsel

TYPE OF EMPLOYMENT: Full-time

EXAM DATE: 11/04/23

ISSUE DATE: 09/06/23

THE FINAL DATE TO FILE APPLICATIONS: 10/06/23

DATE THAT THIS ANNOUNCEMENT SHOULD BE REMOVED FROM POSTING: 11/05/23

RESIDENCY: Candidates must have been legal residents of Tompkins County or one of the six adjoining counties (Cayuga, Chemung, Cortland, Schuyler, Seneca, Tioga) for at least one month immediately preceding the date of application and maintain residency. For Examinations: The eligible list resulting from the examination will be established in accordance with the final earned numerical ratings of passing candidates regardless of residence. A municipality or district may exercise its right under section 23-4-a. of Civil Service Law to request a certification of eligible candidates who have been residents of that municipality or district for at least one month prior to appointment. After the names of residents have been exhausted, Tompkins County must then certify the names of non-residents on the list.

THE USE OF A QUIET HAND HELD CALCULATOR IS RECOMMENDED FOR THIS EXAMINATION.

LOCATION OF POSITIONS/VACANCIES:

There is currently one vacancy in the title of Data Officer- Indigent Legal Services located at the Tompkins County Assigned Counsel. The eligible list resulting from this open competitive examination may be used to fill any full-time, part-time, and/or temporary vacancies that may occur during the life of the eligible list.

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, 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, 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.

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 the agreement 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 operationalizing data requirements. Information will be shared with ILS in a very structured manner and the outcome is to ensure delivery of appropriate reporting products. 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 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. 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 a 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 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 operator a copier and/or other office equipment as necessary.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Will develop a good knowledge of the new Indigent Legal Services data requirements and definitions that will be issued in Fall 2018.
- 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

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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COMPLETE SCOPE OF THE EXAMINATION AND EXPANDED SUBTEST DESCRIPTIONS:

Preparing written material

These questions test for the ability to present information clearly and accurately, and to organize paragraphs logically and comprehensibly. For some questions, you will be given information in two or three sentences followed by four restatements of the information. You must then choose the best version. For other questions, you will be given paragraphs with their sentences out of order. You must then choose, from four suggestions, the best order for the sentences.

Understanding and interpreting written material

These questions test for the ability to understand and interpret written material. You will be presented with brief reading passages and will be asked questions about the passages. You should base your answers to the questions **only** on what is presented in the passages and **not** on what you may happen to know about the topic.

Understanding and interpreting tabular material

These questions test your ability to understand, analyze, and use the internal logic of data presented in tabular form. You may be asked to perform tasks such as completing tables, drawing conclusions from them, analyzing data trends or interrelationships, and revising or combining data sets. The concepts of rate, ratio, and proportion are tested. Mathematical operations are simple, and computational speed is not a major factor in the test. **You should bring with you a hand-held battery- or solar-powered calculator for use on this test.** You will **not** be permitted to use the **calculator** function of your **cell phone**.

Evaluating conclusions in light of known facts

These questions will consist of a set of facts and a conclusion. You must decide if the conclusion is proved by the facts, disproved by the facts or if the facts are not sufficient to prove or disprove the conclusion. The questions will not be specific to a particular field.

Test guide:

The New York State Department of Civil Service has not prepared a test guide for this examination. However, candidates may find information in the publication 'General Guide to Written Tests' helpful in preparing for this test. This publication is available on line at:<https://www.cs.ny.gov/testing/testguides.cfm>.

FURTHER INFORMATION AND INSTRUCTIONS

Falsification of any part of the "Application for Employment" will result in disqualification.

Accepted candidates will be notified when and where to appear for the examination. If you do not receive your notice to appear at least three days before the date of the written examination, call Tompkins County Department of Human Resources at 274-5526. If an application is disapproved, due notice will be sent. This department does not make formal acknowledgment of the receipt of an application or take responsibility for non-delivery or postal delay.

Applicants must answer every question on the application form and make sure that the application is complete in all respects. Incomplete applications will be disapproved.

ACTIVE MILITARY PERSONNEL, VETERANS OR DISABLED VETERANS desiring to claim additional credit will request the Veterans Credits application form, at any time between the date of application for examination(s) and the date of the establishment of the resulting eligible list. You must meet the requirements set by NYS for these credits and they may be used only once. **YOU MAY NOT CLAIM ADDITIONAL CREDITS AFTER THE ELIGIBLE LIST HAS BEEN ESTABLISHED. IT IS THE CANDIDATE'S RESPONSIBILITY TO REQUEST THE VETERANS CREDIT APPLICATION FORMS AND TO SUBMIT THESE FORMS AND ANY SUPPORTING PAPERWORK BEFORE THE ELIGIBLE LIST IS ESTABLISHED.**

Tompkins County's written examinations are prepared and rated by the New York State Department of Civil Service in accordance with Section 23-2 of Civil Service Law. The provisions of the New York State Civil Service Rules and Regulations, which deal with the rating and review of the examinations apply.

The duration of the eligible lists may be fixed for a minimum of one and a maximum of four years and may be extended beyond four years if there has been a restriction against the filling of vacancies in that title.

The candidates must complete a separate "Application for Employment" for each open-competitive and/or promotional examination that the candidate is eligible to take.

All experience required meeting the acceptable training and experience is full-time experience. (Part-time experience will be credited on a prorated basis).

Appointment from an eligible list must be made from the top three candidates willing to accept the appointment.

Tompkins County is an Equal Opportunity Employer. As part of its efforts to provide employment opportunities to the physically handicapped, Tompkins County Civil Service has adopted a rule permitting the employment of qualified physically handicapped persons without competitive examination (pursuant to Section 55 of Civil Service Law). If you meet the minimum qualifications for this position and wish to know more about this rule, please contact the Tompkins County Department of Human Resources Office.

Unless otherwise notified, candidates are permitted to use quiet, hand-held, and solar or battery powered calculators. Devices with Typewriter Keyboards, Spell Checkers, Personal Digital Assistants, Address Books, Language Translators, Dictionaries or any similar devices are prohibited. You may not bring books or other reference materials.

CROSS-FILING - APPLYING FOR CIVIL SERVICE EXAMINATIONS IN MULTIPLE JURISDICTIONS WHEN EXAMINATIONS ARE SCHEDULED ON THE SAME DATE: When applying for examinations across multiple jurisdictions - all of which are scheduled on the same day - you must submit a Tompkins County Cross-Filing Form. This form must be submitted no later than 4:30 PM on the final filing date of the examination. On this form, list each examination that you are taking and then tell us where you would like to sit. The purpose is to ensure that all of the test materials for the various examinations that you are taking will be available in one location. If you do not provide the cross-filing form to us by the final filing date, we cannot ensure that we can accommodate your desire to cross-file. If any of the examinations are State level examinations, you must sit at the State test center. You will still need to complete the Tompkins County cross-filing form. If sitting at the State site, the State will notify you of when and where to report for your examination(s) and you should bring all admittance letters to the State site. If you are not taking a State examination, bring all admittance letters to your chosen testing site. If you have any question please call Tompkins County Department of Human Resources Department (607) 274-5526. The Cross File form is located at <http://www.tompkins-co.org/personnel/CivilSrvForms/index.html>

FOR RELIGIOUS ACCOMMODATION AND HANDICAPPED PERSONS: If special arrangements for testing are required, please indicate this on your application.

ALL CANDIDATES FOR EMPLOYMENT FOR POSITIONS IN SCHOOL DISTRICTS AND BOCES GOVERNED BY TOMPKINS COUNTY CIVIL SERVICE MAY HAVE THE FOLLOWING SPECIAL REQUIREMENT. PER CHAPTER 180 OF THE LAWS OF 2000, AND BY REGULATIONS OF THE COMMISSIONER OF EDUCATION, TO BE EMPLOYED IN A POSITION DESIGNATED BY A SCHOOL DISTRICT OR BOCES AS INVOLVING DIRECT CONTACT WITH STUDENTS, A CLEARANCE FOR EMPLOYMENT FROM THE STATE EDUCATION DEPARTMENT IS REQUIRED.

In conformance with Section 85-a of the Civil Service Law, children of firefighters and police officers killed in the line of duties shall be entitled to receive an additional ten points in a competitive examination for original appointment in the same municipality in which his or her parent has served. If you are qualified to participate in this examination and are a child of firefighter or police officer killed in the line of duties in this municipality, please inform this office of this matter when you submit your application for examination. A candidate claiming such credit has a minimum of two months from the application deadline to provide the necessary documentation to verify additional credit eligibility. However, no credit may be added after the eligible list has been established.

BACKGROUND INVESTIGATION: Applicants may be required to undergo a State and national criminal history background investigation, which will include a fingerprint check, to determine suitability for appointment. Failure to meet the standards for the background investigation may result in disqualification.

TOMPKINS COUNTY PERSONNEL DEPARTMENT, 125 EAST COURT STREET, ITHACA, NY 14850