

SENIOR DISCOVERY AND DATA ANALYST

DISTINGUISHING FEATURES OF THE CLASS:

The incumbent in this position performs a dual function working in the Broome County Information Technology Department and the District Attorney's Office. While working in the Information Technology Department, the incumbent has responsibility for assisting in performing technical support and administrative work. While working in the District Attorney's office, the incumbent performs trial assistance including production of digital evidence discovery, redactions of protected and/or sensitive information found in multi-media formats, and trial preparation for homicide and highly publicized cases. Work is performed under the general supervision of the Chief Information Officer with leeway allowed for the use of independent judgment in carrying out the duties and responsibilities of the job. Does related work as required.

TYPICAL WORK ACTIVITIES:

While working in the IT Department:

Assists in auditing and monitoring both electronic and physical security of IT systems and networks;
Assists in maintaining information technology asset inventory;
Assists in coordinating the reporting of technical and security issues;
Tracks status of application software problems and computer hardware problems identifies any long standing problems and reports such to supervisor;
Manages and designs the reporting environment, including data sources, security, and meta data;
Supports initiatives for data integrity and normalization;
Triage user submitted phishing email, determines true vs false positive, communicates with stakeholders, and conducts initial investigation and remediation;
Analyzes authorized asset reports, uses SIEM and active scanning tools to discover unauthorized assets on the network, identifies the unauthorized assets, and communicates with stakeholders to mediate;

While working in the District Attorney's Office:

Ability to redacts digital evidence items such as photographs, Grand Jury recordation, non-editable documents attached to digital evidence, etc. ;
Produces Discovery by scanning, copying and uploading electronic data;
Redacts audio and video evidence as instructed by attorneys using specialized software;

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Assists DA with creation of demonstrative evidence for presentation during trial, including Power Point slides and large-format visual aids;

Creates exhibits of digital evidence for trial;

Tracks the request of, collects, compiles, and processes a variety of electronic evidences types including audio and visual media, documents and photos;

Adheres to procedures (Inventories and organizes) that ensure the proper handling of sensitive digital evidence that legally cannot be submitted nor stored electronically;

Coordinate with all law enforcement agencies within Brome County Government to request and collect electronic evidence that has not been submitted;

Sorts, categorizes and logs electronic evidence according to records management laws and retention schedules to classify evidence for appropriate storage, disposal, and/or destruction;

Provides subject matter expertise and technical support to legal assistants and DA's office in relation to issues arising from the accessing and/or viewing of digital evidence;

Acts as a liaison between Broome Count IT staff and District Attorney's office regarding E-Discovery technical needs;

Provides direction and/or finds solutions for questions and issues regarding digital evidence and Discovery copy issues;

May train other personnel in internal Discovery and evidence process;

Maintains awareness of changes in technology and update computer skills as necessary;

Performs all pretrial Discovery support, trial preparation, and appeal support;

Determines appropriate methods and techniques for extracting data from digital evidence.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the preparation of digital and electronic evidence and exhibits;

Thorough knowledge in the use of specialized software and equipment, and their functions and capabilities;

Good knowledge of different computer applications;

Working knowledge of data processing methodology and techniques including documentation of data security;

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Working knowledge of basic methods and techniques of legal research and investigation;
Ability to prioritize tasks;
Ability to follow complex oral and written instructions;
Ability to communicate effectively, both orally and in writing in a timely fashion;
Ability to implement and maintain computer security policies and procedures;
Ability to understand and interpret complex technical material;
Ability to prepare written material, especially system security documentation;
Ability to define and recommend computer documentation of data security;
Ability to establish and maintain effective working relationships;
Ability to deduce problems logically;
Ability to share and communicate relevant information in a timely fashion;
Ability to multitask;
Ability to work with and process sensitive material;
Ability to understand and apply guidelines at the Federal, State, and local level for E-Discovery processing;
Strong attention to detail;
Tact, Courtesy, Patience.

MINIMUM QUALIFICATIONS:

- A) Possession of a Bachelor's degree or higher in Business Administration, Management Information Systems (MIS), information resource management, or closely related field, and one (1) year experience in receiving, analyzing, organizing, and storing different types of content management systems; OR
- B) Possession of an Associate's degree in Business Administration, Management Information Systems (MIS), information resource management, or closely related field, and three (3) years' experience in receiving, analyzing, organizing, and storing different types of content management systems; OR
- C) Graduation from high school or possession of a general equivalency diploma and five (5) years of experience in receiving, analyzing, organizing, and storing different types of content management systems; OR

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

***NOTE:** Your degree must have been awarded 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 of 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.

SPECIAL REQUIREMENT: Depending on the job location and/or department, possession of a valid driver's license to operate a motor vehicle in the State of New York may be required at time of appointment.

Special Note: Because of the radical evolution of technology in this field, qualifying experience must have been gained within the last five (5) years.