

E-DISCOVERY SPECIALIST

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class is responsible for working with the professional legal staff within the Ulster County District Attorney's Office to assist with the coordination of electronic discovery (eDiscovery) processes in support of major crimes cases. The work involves helping the prosecutors prepare for grand jury proceedings, hearings, and trials in Ulster County Court and requires extensive use of specialized computer software and internet-based tools. The incumbent assists in the collection, organization, analysis and production of electronically stored information (ESI) to ensure compliance with NYS Criminal Procedure Law, section 245. This position requires the ability to work independently and is characterized by increased responsibility and greater freedom of judgment than is typical of the non-attorney personnel. The work is performed under the general supervision of the Discovery and Records Unit Chief and Chief Assistant District Attorney. Supervision is not normally a function of this class. Does related work as required.

TYPICAL WORK ACTIVITIES: The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.

Performs audits of discovery case material to verify compliance with N.Y.S Criminal Procedure Law, section 245;

Researches computer hardware and software to more efficiently process workflow and stay current with available technology;

Creates a timeline of the eDiscovery packages that have been sent and accessed;

Completes data verification and creates an inventory of contents on portable hard drives being turned over to defense counsel;

Performs metadata analysis for the purpose of file authentication and verification using forensic processes;

Graphically compares the contents of multiple files or folders, to verify whether they are the same;

Creates trial exhibits;

Manages electronically stored information (ESI);

Creates and maintains databases and/or spreadsheets.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of organization, communication, time management, and creative problem-solving skills; thorough knowledge of computer applications along with Adobe Acrobat Pro and Microsoft Office Suite; ability to research and utilize computer programs and emerging technologies ability to update and edit existing proprietary databases; ability to follow directions and apply proper policies, procedures, and guidelines; ability to interact with all levels of staff, law enforcement representatives, and outside vendors; ability to perform all assignments in an accurate, professional, and expeditious manner; ability to research and utilize available computer programs; ability to take initiative to discover more efficient ways of performing tasks; ability to observe, perceive, and analyze; strong attention to detail; resourcefulness; emotional maturity; integrity; tact; good judgment; courtesy.

OPEN COMPETITIVE MINIMUM QUALIFICATIONS: Either:

A. Possession of a Master's degree in criminal justice, legal studies, information technology or a closely related field and two (2) years of full-time paid or its part-time equivalent experience working in a law office or similar setting involving responsibility for electronic discovery (eDiscovery), records management, legal case preparation or management of electronically stored information; **OR**

B. Possession of a Bachelor's degree in criminal justice, legal studies, information technology or a closely related field and three (3) years of full-time paid or its part-time equivalent experience working in a law office or similar setting involving responsibility for electronic discovery (eDiscovery), records management, legal case preparation or management of electronically stored information; **OR**

C. Possession of a Certified E-Discovery Specialist (CEDS) certificate and four (4) years of full-time paid or its part-time equivalent progressively responsible experience working in a law office; **OR**

D. Possession of an Associate's degree in criminal justice, legal studies, information technology or a closely related field and five (5) years of full-time paid or its part-time equivalent experience working in a law office or similar setting involving responsibility for electronic discovery (eDiscovery), records management, legal case preparation or management of electronically stored information; **OR**

E. An equivalent combination of training and experience as indicated in A, B, C and D above.

Note: Your degree or college credits must have been awarded or earned 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.

ULSTER COUNTY
2838 E-DIS SPEC
Classification: Competitive
Grade 17
Union CSEA

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