EMERGENCY SERVICES ANALYST

DISTINGUISHING FEATURES OF THE CLASS: This position, within the Ulster County Department of Emergency Services, is responsible for receiving discovery requests while also providing analytical support. The incumbent is responsible for receiving and managing discovery requests from various legal entities, handling the collection and dissemination of pertinent documentation, and ensuring that all available documents, forms, reports, radio transmissions, and phone calls involved in a criminal prosecution are collected and provided to the requesting agency or individual within the required legal time frame. Discretion, confidentiality and integrity are key aspects of the work of this position, especially as they relate to the authorization of discovery documentation and data analysis. Work is performed under the general supervision of a higher-level employee with leeway allowed for the use of independent judgement in carrying out the details of the work. 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.

Works closely with the legal and emergency services entities to report and resolve any known or observed systems issues;

Secures all prepared documents, forms and reports with regards to an incident and uploads into the various record and evidence management systems upon request, or provides in another format (DVD, CD, flash drive etc.) if requested;

Locates, reviews, downloads and saves all recorded telephone calls and radio transmissions involved in an incident and uploads to the various record and evidence management systems upon request, or provides in another format (CD, flash drive etc.) upon request;

Implements records release policies that comply with State and Federal criminal procedure laws regarding discovery requirements;

Ensures that records are maintained until the appeals process has been exhausted;

Assures legal compliance in discovery records retention and destruction;

Provides timely email confirmation to requesting agencies or individuals regarding the status of requested items;

Maintains record of all Discovery requests made and completed;

Develops and ensures necessary confidentiality when acting as a liaison between the Department of Emergency Services and the various governmental and private agencies and community groups which come in contact with the Department;

Fields calls from the public and outside agencies with regard to discovery related requests;

Develops and maintains a system of administrative reports, analyses and files for the development of statistical data for use in the overall management of Discovery and department operations;

Attends all meetings as required and requested by the Director of Emergency Services or their designee.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of criminal procedure law as it pertains to emergency services operations and Discovery requests; thorough knowledge of the rules and laws governing management of discovery records; good knowledge of departmental organization and administrative processes and techniques; good knowledge of principles and practices of electronic data management; ability to deal effectively with a wide variety of personnel; ability to establish and maintain effective professional, working relationships; ability to maintain accurate records and prepare clear and concise reports; ability to prepare effective written materials; ability to gather and organize pertinent data; sound professional judgment and confidentiality; tact; initiative; resourcefulness.

MINIMUM QUALIFICATIONS:

A. Possession of a Bachelor's Degree in Criminal Justice, Criminology, Sociology, Emergency Management, Public Administration, Business Administration or related field and one (1) year of full-time paid or its part-time equivalent, experience in records management in a law enforcement, legal, forensics or emergency services related setting; **OR**

B. Possession of an Associate's Degree in Criminal Justice, Criminology, Sociology, Emergency Management, Public Administration, Business Administration or related field and three (3) years of full-time paid or its part-time equivalent, experience in records management in a law enforcement, legal, forensics or emergency services related setting; **OR**

C. High school graduation or possession of a high school equivalency diploma and five (5) years of full-time paid or its part-time equivalent, experience in records management in a law enforcement, legal, forensics or emergency services related setting; **OR**

D. An equivalent combination of training and experience as designated in A, B and C 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 Adopted: June 26, 2024
2902 EM SVC ANL
Classification: Competitive
Grade: 13
Union: CSEA