

RECORDS AND OPERATIONS MANAGER

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for planning, organizing and overseeing the efficient flow and preservation of information through the Ulster County District Attorney's Office, as well as the overall management of the Office's record-keeping systems, both physical and digital. The incumbent administers the Office's digital Prosecutor's Case Management System (PCMS), supervises the organization and labeling of files in preparation for discovery disclosure in misdemeanor and felony cases, and coordinates the storage and preservation of physical case files. Work is carried out in accordance with discovery requirements set by Article 245 of the New York State Criminal Procedure Law (CPL) and involves a variety of responsibilities related to the organization, filing and archiving of information and files. The work is performed under the general supervision of the Discovery and Records Unit Chief with considerable leeway allowed for the use of independent judgment in performing the technical details of the work. Supervision is exercised over the work of subordinate employees. Does related work as required.

TYPICAL WORK ACTIVITIES: The typical work activities listed below provide representative examples of the variety of work assignments in the title and 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.

Supervises and participates in routine discovery preparation;

Requests evidence from law enforcement, properly labels and classifies documents, identifies any missing materials and assists in the redaction of protected information;

Tracks impending discovery deadlines and tasks, prioritizing based on urgency and importance;

Provides clerical support to the Assistant District Attorneys by facilitating the drafting and filing of discovery responses;

Supervises and participates in the opening and closing of case files, both physically and digitally utilizing the Prosecutor's Case Management System;

Ensures case information is entered accurately and consistently, and that key documents are placed in the casefile and uploaded to the digital evidence management system;

Assists the Discovery and Records Unit Chief in documenting internal protocols and procedures for discovery and recordkeeping;

Serves as office liaison to the Hall of Records;

Coordinates the storage and preservation of physical files;

Directs initiatives such as the digitization of card catalog and related archival projects;

Creates and runs statistical reports to assist with grants and case management;

Provides training to support staff as necessary.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of methods of organizing, filing and archiving information and files in felony and misdemeanor prosecutions, specifically in relation to CPL 245; thorough knowledge of spreadsheet and database applications; good knowledge of laws, rules and regulations governing discovery preparation; good knowledge of governmental organizational structures, relationships among departments, operating procedures, requirements and goals; ability to supervise the work of others; ability to write clear and accurate technical documentation of protocols and procedures; ability to maintain complex and confidential records and files; ability to identify specific case management information needs and design data classification systems and management reports to meet those needs; ability to prepare statistical reports using computer software; ability to gather and organize pertinent data; ability to use automated office equipment; ability to instruct employees in records management procedures; accuracy; attention to detail; integrity.

MINIMUM QUALIFICATIONS: Either:

A. Graduation from an accredited college or university with a Master's degree and two (2) years of full-time paid, or its part-time equivalent administrative experience in records and information management; operations management; or database management; **OR**

B. Graduation from an accredited college or university with a Bachelor's degree and three (3) years of full-time paid, or its part-time equivalent administrative experience in records and information management; operations management; or database management; **OR**

C. Graduation from an accredited college or university with an Associate's degree and five (5) years of full-time paid or its part-time equivalent administrative experience in records and information management; operations management; or database management; **OR**

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

ULSTER COUNTY
5387 RC OPS MGR
Classification: Competitive
Grade: 14
Union: CSEA

Adopted: July 7, 2021