

Civil Division: Oneida County Government
Jurisdictional Class: Competitive
EEO Category: Technicians
Revised: 10/05/15

PROSECUTION INFORMATION TECHNOLOGY SPECIALIST

DISTINGUISHING FEATURES OF THE CLASS: This is technical work in the office of the District Attorney involving the incumbent's responsibility for the oversight and management of a broad array of digital and technology-related projects, systems and evidence associated with the function of the District Attorney's Office and the prosecution of criminal cases. Under the administrative direction of the District Attorney and the direct direction of the Assistant District Attorney, the employee exercises considerable judgment in the completion of the required tasks to be performed. Supervision is not a responsibility of this class. The incumbent performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Oversees and upgrades the Prosecutors Case Management System for use in court and mobile applications;
Administers the Laserfiche digital records management system and e-discovery platform;
Scans and digitally archives closed paper files;
Trains office personnel in currently used technologies;
Manages and oversees the maintenance and repairs of the existing LTE wireless surveillance camera system throughout the City of Utica and its connection to the Oneida County Emergency Services Center;
Oversees the expansion of wireless camera and LTE radio installations in the City of Utica;
Oversees and assists with system maintenance/upgrades of interview room audio/video recording hardware and software;
Manages electronic evidence, including secure storage, duplication and playback;
Converts audio/video files to formats readily usable for court presentations;
Organizes and analyzes cell phone records via Excel spreadsheets;
Maps cell tower locations according to records subpoenaed in criminal cases;
Assists with Facebook, Twitter, other social media subpoenas & evidence;
Creates PowerPoint/Sequel presentations for criminal trials;
Assists ADAs in court with the presentation of electronic evidence.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge in a broad range of technologies, including: digital records management systems, wireless video networks, digital audio/video recording equipment and software, conversion of digital audio/video formats, management of electronic evidence, Microsoft PowerPoint, Microsoft Excel; good technical knowledge of multi-platform computer programs and telecommunications network design and configuration; working knowledge of system analysis; ability to plan technology projects; strong leadership skills; excellent written and oral communication skills; ability to communicate ideas in both technical and user-friendly language; ability to effectively prioritize and execute tasks; must be able to learn, understand, and apply new technologies; excellent coaching, listening presentation, and interpersonal skills; initiative; resourcefulness.

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MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in Information Technology, Criminal Justice or a related area **AND** two (2) years of experience in the operation of wireless video surveillance equipment, digital archiving, digital records management systems, Microsoft PowerPoint, and/or Microsoft Excel software; **OR**
- (B) Graduation from a regionally accredited or New York State registered two-year college with an Associate's degree in Information Technology, Criminal Justice or a related area **AND** four (4) years of experience in the operation of wireless video surveillance equipment, digital archiving, digital records management systems, Microsoft PowerPoint and/or Microsoft Excel software.

Adopted: 06/22/15
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