

**Please Post Conspicuously**

**OTSEGO COUNTY HAS THE FOLLOWING VACANCY:**

**Public Defender**

***Discovery Data Specialist***

**\$43,199 - \$51,019**

**DATED: May 19, 2025**

**LAST DAY FOR FILING: June 2, 2025**

**EOE**

**DISTINGUISHING FEATURES OF THE CLASS:** This important technical and administrative work involves the responsibility of processing and organizing discovery on all pending criminal matters assigned the Public Defender's Office. The work is performed under the general direction of the Public Defender with moderate leeway given for the exercise of independent judgement. Performs all related duties as required.

**EXAMPLES OF WORK:** (Illustrative only)

- Gathers, and reviews all documents collected and ensures accuracy pursuant to the Criminal Procedure Law 245 (Discovery);
- Organizes discovery on all pending criminal matters assigned to the Public Defender's Office;
- Communicates orally and in written form with members of the defense team and clients regarding pending criminal matters;
- Enters accurate data into case management system;
- Acts as primary contact for gathering discovery information for the Public Defender's Office;
- Assists attorneys, paralegals and other staff in preparing cases for criminal court proceedings;
- Tracks deadlines and timelines relating to discovery matters on pending cases;
- Creates reports on caseloads and status of cases through use of case management system;
- Performs other duties as assigned.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:** Good knowledge of rules of evidence; good knowledge of legal and law enforcement terminology; working knowledge of the laws pertaining to criminal legal proceedings in New York State; ability to operate computer software programs and Windows applications; ability to evaluate and draw conclusions from information; ability to work effectively under time constraints; ability to communicate effectively both orally and in writing; ability to maintain a high level of confidentiality; ability to work independently and as part of a team; ability to establish and maintain cooperative relationships with office staff, the public, and other agencies.

**MINIMUM QUALIFICATIONS:** Either:

- (a) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's degree or higher in Criminal Justice, Legal Studies or a related field; or
- (b) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's degree in Criminal Justice, Paralegal Studies, Legal Studies, or a related field plus two (2) years paid full-time experience, or its part-time equivalent in paralegal, legal assistant, or in law enforcement work; or
- (c) Satisfactory completion of an accredited paralegal training and instructional program and possession of Paralegal Certification, plus one (1) year paid full-time experience, or its part-time equivalent in paralegal, legal assistant, or law enforcement work; or
- (d) Graduation from high school or possession of a high school equivalency diploma and four (4) years clerical experience of which two (2) years full-time experience, or its part-time equivalent in legal, law enforcement, or a business office setting; or
- (e) An equivalent combination of education and experience as defined by the limits of (a), (b), (c) and (d) above.

Note: Successful completion of coursework in business administration, legal studies or closely related field at a regionally accredited college or university, or one accredited by the New York State Board of Regents to grant degrees, may be substituted for the required experience with three (3) semester credit hours of related coursework as indicated above being equivalent to three (3) months of experience, up to half of the required experience.

**SPECIAL REQUIREMENTS:** A valid New York State driver's license and acceptable driving record is required at time of appointment and must be maintained throughout employment or must be able to meet the transportation needs of the job.

CLASSIFICATION: Competitive

Applications available at the Otsego County Personnel/Civil Service Department, 183 Main Street Cooperstown, NY 13326 or online at [www.otsegocountyny.gov](http://www.otsegocountyny.gov)