



CLASS SPECIFICATION

Class Title: Data Technician, Admin Support
Department: Human Resources
FLSA: Non-Exempt

Class Code: 6647
Grade: 18
Eff. Date: 08/16/2021

GENERAL PURPOSE

Under direction of Legal Defender Coordinator, this position is responsible for implementing and maintaining a case management system for the legal defenders and a website for the county legal defender program. Perform administrative and technical support requiring the exercise of independent judgment.

EXAMPLE OF DUTIES

Updates system databases, extracts, formats, and transforms data from agency databases into tables, figures, charts, and data reports, including caseload information; provides data analysis and reporting necessary to achieve indigent defense system goals.

Executes queries in databases to extract program datasets for analysis.

Assists with Indigent Defense Commission (IDC) grant applications, reporting, and compliance with all IDC requirements.

Assists in the development of website or similar online presence for the Legal Defender Program with close coordination with the program supervisor. Modifies, maintains, and updates standard information on website and online presence.

Performs other duties as assigned.

MINIMUM QUALIFICATIONS

1. **Education and Experience:**

Associate degree in administrative support, computer science or closely related field. An acceptable combination of education and experience may be considered.

Preference for degree or advanced schooling in statistics or data analysis; experience with "DefenderData" software or similar case management/time tracking software.

2. **Other Requirements:**

Must pass a criminal history background investigation as required by the position.

Must possess a valid driver license; new employees with an out-of-state license must obtain a valid Utah Driver License within sixty (60) days of hire date (exceptions for military personnel and their dependents).

Employees driving a personal vehicle while on county business must maintain the minimum vehicle liability insurance as specified in the Utah Code.

3. Necessary Knowledge, Skills, and Abilities:

Knowledge of: modern office procedures; basic structure of the criminal justice system and case management; research methods including data compilation, analysis, documentation and reporting of results; proper English composition.

Skill in using all applicable computer hardware and software, including spreadsheets and word processing. Strong written communication skills.

This position may require the driving of a motor vehicle; skill in operating a motor vehicle in a safe manner; ability to ensure a motor vehicle is operating in a safe manner; knowledge of Utah motor vehicle rules and regulations.

Ability to: exercise sound independent judgment and confidentiality; work with minimal supervision; prepare clear, concise and accurate reports; deal effectively with people of various socioeconomic backgrounds; prioritize and perform multiple tasks in a timely manner; maintain complex and confidential records; communicate effectively (orally and in writing); follow written and oral instructions; establish and maintain effective working relationships with supervisors, other employees, clients, allied agencies, and the general public; exercise high level of maturity in agency online representation.

WORKING CONDITIONS:

Light physical effort. Comfortable working conditions in office environment. Intermittent sitting, standing and walking. Considerable exposure to stress as a result of stringent reporting deadlines and as a result of human behavior.

The above statements are intended to describe the general nature and level of work being performed by persons assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. **All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.**

Approval Information

Date:	08/16/2021
Department Approval:	Todd Utzinger
HR Generalist Approval:	Mindy Adams
Classification Approval:	Marina Brito