

Essex County Announces

Vacancy for the position of Data Officer

Essex County does not Discriminate the Handicapped in Employment or the Provision of Services
Essex County is an Equal Opportunity Employer

For further information contact
ESSEX COUNTY DEPARTMENT OF PERSONNEL AND CIVIL SERVICE
Essex County Government Center
7551 Court Street - P.O. Box 217
Elizabethtown, New York 12932 Tel: 873-3360
www.essex.ny.us/jobs.asp

VACANCY: Essex County Public Defender

SALARY: \$19.72/Hr.

****Current employee hired PRIOR to 2009, please contact the Personnel Office for rate of pay****

DISTINGUISHING FEATURES OF THE CLASS: A Data Officer's primary function is to gather data and prepare reports. The incumbent will be required to collect data and provide regular reports to the Office of Indigent Legal Services and Administration. The incumbent will work directly with the department head to establish caseload standards, define quality control measures and report on accountability. The purpose of this position is to support improvement of indigent criminal defense throughout the state and address funding issues that have impacted such work. The incumbent will work under the direct Supervision of the Public Defender. The incumbent will perform all related duties as required.

MINIMUM QUALIFICATIONS:

- (a) Graduation from high school or possession of a high school equivalency diploma and three years of experience in maintaining financial accounts and records; or
- (b) Five years experience in maintaining financial accounts and records; or
- (c) An equivalent combination of training and experience as defined by the limits of (a) and (b).

NOTE: *Completion of college study in accounting may be substituted for paid experience on a year-for-year basis.*

LAST DATE TO SUBMIT APPLICATIONS FOR PROVISIONAL APPOINTMENT IS
AUGUST 22ND, 2022

QUALIFIED CANDIDATES WILL BE SUBJECT TO A CIVIL SERVICE EXAMINATION TO BE ANNOUNCED AT A LATER DATE. APPLICATIONS WILL BE ACCEPTED UNTIL THE ANNOUNCED CLOSING DATE FOR THE EXAMINATION. PERSONS SEEKING EMPLOYMENT WITH ESSEX COUNTY SHALL BE REQUIRED TO SUBMIT TO FINGERPRINT BACKGROUND CHECK, DRUG AND ALCOHOL SCREENING AND TESTING, AS WELL AS A PRE-EMPLOYMENT PHYSICAL. FOR APPLICATIONS AND INFORMATION, CONTACT THE ESSEX COUNTY DEPARTMENT OF PERSONNEL AND CIVIL SERVICE, ELIZABETHTOWN, NY 12932.

08/12/2022