



Our Future Starts
With *you!*

POSITION: Information Technology Discovery Technician (HELPS)

DEPARTMENT: Albany County Assigned Counsel Program

SALARY: \$68,882

WORK LOCATION & HOURS: 112 State Street, Albany, NY 12207, 8:30A-4:00P M-F

BENEFITS:

- ▶ Paid Time-Off
- ▶ Tuition Reimbursement
- ▶ NYS Retirement
- ▶ Health, Dental, Vision and Hearing
- ▶ Employee Assistance Program
- ▶ Public Service Loan Forgiveness

DESCRIPTION:

The Information Technology Discovery Technician assists Criminal Trial Attorneys who work with the Albany County Assigned Counsel Program with the management of electronic discovery consisting of documents, recordings, photographs, and other digital materials relevant to the investigation, prosecution, and defense of criminal cases. In performing this role, the incumbent will be responsible for daily oversight of the process of receiving, logging, indexing, transferring, publishing, and archiving large volumes of highly sensitive, confidential electronic discovery and data in a timely fashion. Additionally, the secondary roles of the Information Technology Discovery Technician will include: monitoring, managing, and troubleshooting the Office's mission-critical case management system in partnership with a contracted nonprofit agency and its vendors; maintaining and improving the Office's internal web-based resources designed to facilitate attorney collaboration and efficiency; as well as working with Panel Attorneys to provide them with access to discovery, creating exhibits and troubleshooting computer related issues.

MINIMUM QUALIFICATIONS: *EITHER*

- A. Graduation from a New York State or regionally accredited college or university with at least a Bachelor's Degree in management information systems, computer science, information resources management, information technology, or a related field; OR,
- B. Graduation from a New York State or regionally accredited college or university with an Associate's Degree in management information systems, computer science, information resources management, information technology, or a related field and one (1) year of full-time, paid experience in electronic records or data management.

POINT OF CONTACT FOR INQUIRIES:

Christina.R.Leppig@albanycountyny.gov

Candidates will not have to take an exam for this title. This is a Hiring Emergency Limited Placement (HELP) Program-designated title. The HELP Program is a temporary program designed to help local government employers address current staffing issues. Traditionally, the titles filled under the HELP Program required job candidates to compete in a competitive exam to be considered for employment. For the duration of the program, this title will be classified as non-competitive and categorized as a "HELP Program" position. At the close of the program, this position will revert to competitive class status. Employees occupying positions filled through the HELP Program will be granted competitive class status without the need to participate in a competitive exam.

