



DUTCHESS COUNTY  
CLASS SPECIFICATION

**DISCOVERY SOFTWARE  
ASSISTANT**

DATE ADOPTED: 06/25/2024

LAST REVISION: 6/23/26

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**DISTINGUISHING FEATURES OF THE CLASS:**

This is a technical position primarily responsible for administrating the office case management system for the Dutchess County Public Defender's Office. Incumbent will manage digital discovery, provide application software support and will also be responsible for compiling and routinely reporting data to grant funders and New York State Indigent Legal Services. Incumbent will also work with the existing and new software, including software updates, necessary for the collection, preparation and distribution of a variety of information necessary to comply with the Criminal Justice Reform discovery process for all legal cases. Incumbent will work closely with OCIS to provide in-house technological support. Programing is not part of the work for this position. Work is performed under the general supervision of a higher level employee. Occasional travel between offices and departments will be required.

**TYPICAL WORK ACTIVITES:**

The following is indicative of the level and types of activities performed by incumbents in this title. It is not meant to be all inclusive and does not preclude a supervisor from assigning activities not listed which could reasonably be expected to be performed by an employee in this title.

1. Acts as administrator for the office case management system;
2. Manages digital discovery for the Criminal Unit;
3. Compiles case management system data to report to New York State Indigent Legal Services and includes internal data reporting regarding work of all units and submitting reports to department head;
4. Provides assistance to attorneys' usage of the software applications necessary to view discovery material and close or re-open digital files;
5. Provide hands-on support to prepare cases for trial including accompanying attorneys to court to manage technology in case presentation;
6. Performs customization and configuration of application software to learn and continually integrate program needs;
7. Performs data compilation and ongoing quality assurance checks; stays abreast of procedural changes to accurately collect and report data;
8. Creates, stores and copies all electronic documents and files;
9. Works with OCIS to obtain and use county-approved devices and to implement paperless functionality and bring digital discovery into Dutchess County Justice and Transition Center;
10. Develops and implements group training on necessary applications and trains users on programs needed to run the system;
11. In conjunction with OCIS, reports on and responds to office needs for in-person trouble shooting regarding software, hardware, cybersecurity, and data collection;
12. Serve as liaison between the Department and OCIS, County and state government entities to preserve network safety and compliance.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES:**

Good knowledge of computer hardware, software and general concepts and capabilities; good knowledge of potential uses and general limitations of personal computers and other electronic equipment; good knowledge of personal computers and other electronic equipment operations; ability to



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learn comparable applications for other electronic equipment; knowledge of mainstream computer software sufficient to understand and work with current applications; ability to research the various hardware and software products available in the field and to determine their applicability to agency needs; ability to quickly learn and evaluate new software and related hardware or peripherals; ability to understand complex oral and written material; ability to develop and conduct training programs; ability to work with various users in understanding their needs and providing appropriate solutions; ability to communicate effectively, both orally and in writing, with both technical and non-technical staff; personal characteristics necessary to perform the duties of the position; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

- EITHER: (A) Bachelor’s degree in Criminal Justice, Technology, Social Sciences or a related degree and one (1) year of work experience involving legal services, computer applications and/or software support;
- OR: (B) Associate’s degree in Criminal Justice, Technology, Social Sciences or a related degree and three (3) years of work experience involving legal services, computer applications and/or software support;
- OR: (C) An equivalent combination of education, training, and experience between the limits of (A) and (B) above.

**NOTE:** Possession of a valid Driver License to operate a motor vehicle in New York State at time of application and to maintain the position.

**NOTE:** Your degree or college credit must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education.

**COUNTY USE ONLY:**

<b>BARGAINING UNIT: CSEA</b>	<b>JURISDICTIONAL CLASSIFICATION: Competitive</b>
<b>GRADE: 14</b>	<b>FLSA Code: OT Eligible</b>
<b>REVISION HISTORY: 6/23/26</b>	