



Legal Systems Coordinator

Job Description

Department: Attorney
Position: Career Service
Grade: 722
Supervisory: No
Reports to: Deputy County Attorney

Summary

Under general guidance and supervision of a Deputy County Attorney, the Systems Coordinator is responsible for overseeing projects, maintaining software and systems specific training for the Utah County Attorney's Office (UCAO). The UCAO Systems Coordinator plays the lead role in planning, executing, monitoring, controlling, and completing legal systems projects.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Project Management

1. Identify, plan, execute, monitor, and complete projects such as internal ticketing system, internal intranet site, and knowledge-based articles.
2. Modify, manage, and update UCAO public website.
3. Attend and participate in weekly administration meetings and provide project updates, execution, delivery and completion.
4. Maintain existing software; train staff on updates and new features to improve efficiency and increase satisfaction for users.
5. Maintain live and current statute repository; ensure monthly automatic and correct updates of Shared Master Offense Table (SMOT).
6. Enhance Terminal Agency Coordinator (TAC) training and recertification for all assigned County employees.
7. Prepare monthly newsletter, including training for Utah Criminal Justice System (UCJIS), Axon, and Filevine.

Terminal Agency Coordinator (TAC)

1. Serve as (TAC) for the UCAO; create and maintain user logins; ensure compliance with Bureau of Criminal Identification (BCI) requirements; conduct background checks, as needed.

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Job Code: 6708
Job Title: Legal Systems Coordinator
FLSA: Non-Exempt
Effective Date: 7/17/2024
Public Safety: No

Worker's Compensation: Clerical
Background Level: I
Safety Sensitive: No
DOT: No
ML: Individual Contributor

2. Oversee and assist with training and testing of assigned employees who access the UCJIS files and related databases; ensure compliance with UCJIS requirements; recommend changes to policies and procedures; implement approved changes, as authorized.
3. Ensure proper dissemination, privacy, and security of all UCJIS files; ensure compliance with Right of Access regulations; complete required Federal Business Bureau (FBI) and BCI annual audits.
4. Conduct regular audits of user agreements and transactions; report concerns, as needed.
5. Maintain certifications and attend necessary training.

Data Management

1. Extract datasets; set up data, metrics and statistics to evaluate data; analyze legal implications and communicate findings.
2. Oversee projects to improve data collection, analysis, and presentation of data.
3. Research effective data transparency for legal offices; recommend and implement approved changes based on findings.
4. Assist with developing proposals for research design, data collection, and analysis from outside independent support; evaluate received proposals and recommend vendor selection.

Case Management

1. Function as liaison between the UCAO, case management software vendors, and outside agencies; respond to correspondence from staff and outside agencies; evaluate software effectiveness and issues with outside prosecuting agencies and vendors, as needed.
2. Function as liaison with Information Systems; assist with coordinating automated integrations between case management software and other programs; ensure user needs are met.
3. Ensure staff are trained appropriately and accurately with case management software; create and maintain user manuals, as needed.
4. Maintain and update case management data such as user logins, authorizations, data fields and case documents accessible by authorized users, as needed.
5. Assist staff with caseload management; create and maintain relevant reports, as needed.

Knowledge, Skills, and Abilities

- Working knowledge of standard office practices and functions of the Utah County Attorney's Office
- Knowledge of legal procedures, terminology, and the court systems
- Knowledge of the policies, procedures, laws, codes, and regulations relevant to work performed
- Skilled in system design, data analysis/statistical analysis, and data interpretation
- Skilled in development of data-driven legal metrics
- Skilled in utilizing statistical analysis and case/file management software
- Skilled in reading, writing, and math
- Skilled in communicating technically complex information both verbally and in writing

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- Skilled in word processing, data entry, Excel spreadsheets, and presentation creation
- Skilled in using various software programs unique to the Attorney's Office and associated agencies
- Ability to understand broad objectives and follow general and specific instructions
- Ability to distill relevant and useful elements from vast amounts of information
- Ability to prioritize most essential duties and assignments
- Ability to lead and train others
- Ability to interpret data and display and discuss results
- Ability to problem solve and conceptualize systems
- Ability to work effectively and positively within a team environment while maintaining cooperative relationships with users, key stake holders, team members, and management

Supervisory Responsibility

This position has no direct supervisory responsibility but does serve as a coach and mentor for other positions in the department.

Work Environment

This job operates in a professional office environment. This role routinely uses standard office equipment such as a laptop, desktop, smartphone, photocopiers, shredders, and filing cabinets. Work may occasionally expose the incumbent to high-stress situations, including contact with others in uncomfortable, confrontational, or emotionally charged circumstances. The noise level in the work environment is usually moderate.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is required to use manual dexterity to handle, feel, and operate objects, tools and controls, and reach with hands and arms. The employee regularly sits at a desk and is regularly required to walk, stand, or stoop. The employee works for sustained periods of time maintaining concentrated attention to detail. Specific vision abilities by this job include close vision, ability to adjust focus, and ability to distinguish between different shades of color or patterns. The employee is required to type, file, and lift supplies up to thirty (30) pounds. The employee occasionally drives a motor vehicle.

Position Type / Expected Hours of Work

Incumbent must work forty (40) hours each week to maintain full-time status. There may be availability to work out a flex schedule ahead of time that works for both the County and the employee. Occasional evening and weekend work may be required as job duties demand.

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Travel

Travel is primarily local during the business day, although some out-of-area and overnight travel may be expected, up to ten (10) percent.

Required Education and Experience

1. Associate degree or equivalent.
2. Four (4) years of work experience in the legal field, customer service, software industries, or statistical analysis.
3. Equivalent combinations of education and experience may also be considered.

Preferred Education and Experience

1. Preference may be given to applicants with work experience as a Terminal Agency Coordinator (TAC) or experience with Filevine software.
2. Preference may be given to applicants with work experience analyzing statistical data in a related field.

Additional Eligibility Qualifications

1. Applicants must possess a valid driver's license and obtain a valid State of Utah driver's license within sixty (60) days of employment.
2. Selected applicants will be required to submit to a pre-employment drug screen and background check.

AAP/EEO Statement

It is the policy of Utah County Government to assure equal employment opportunity to its employees and applicants for employment without regard to race, color, religion, national origin, disability, age, sex, sexual orientation, genetic status or gender identity.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee of this job. Duties, responsibilities, and activities may change at any time.

Utah County Government is a drug-free workplace.

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Acknowledgement below to be completed after an offer has been extended and accepted.

This job description has been approved by the Office of Human Resource Management in consultation with the Department Head.

Signature below constitutes an understanding of the requirements, essential functions and duties of the position.

Candidate / Employee _____ Date _____

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