



METROPOLITAN PUBLIC DEFENDER SERVICES, INC.

JOB DESCRIPTION

SECTION ONE – POSITION INFORMATION

Classification Title:	Data Integrity Manager
Department:	Dockets
Supervised by:	County Director
FLSA:	Exempt
Grade:	9
Salary:	\$54,535.78 - \$60,125.78

SECTION TWO – SUPERVISION RECEIVED AND EXERCISED

The Data Integrity Manager position receives general supervision from assigned management staff. This position supervises two Data Integrity Assistants.

SECTION THREE – POSITION SUMMARY

The Data Integrity Manager is responsible for the creation and maintenance of MPD's client database and credit reporting to the state.

SECTION FOUR – ESSENTIAL FUNCTIONS

The essential duties of this position include, but are not limited to, the following elements which require the Data Integrity Manager to:

- Supervise two Data Integrity assistants whose primary function is tracking case acquisition, updating and closing electronic records, and assisting in court processes such as arraignment or other processes before the court using case management software defenderData (dD). Supervision includes: training, coaching, evaluation, reviewing and approving bi-weekly timesheets and time off requests. Generates a monthly work schedule for Data Integrity Assistants assigned to the felony and misdemeanor pickup court. Provides coverage for the Data Integrity Assistants as needed but especially during office closures when the courts remain open.
- Responds to data information requests and questions from the Executive Director, County Director and OPDS analysts. Providing monthly, quarterly and annual reports to the state. Reconciling with the state on all reports sent.
- Provides the Chief of Administrative Services with data or data totals, answering case type or billing questions, explaining various reports and gathering information upon request.

- Answer questions about billing and contract rules, in-house case management rules, data in the system or any general questions the Docketing section can assist with.
- Attending annual OCDLA contractor's seminar that allows this position to stay current with all contract rules pertaining to case counting and case tracking.
- Assisting attorneys in maintaining current case lists of their caseloads so the information regarding their clients open and closed status is up to date.
- Project Management for defenderData (dD) upgrades. This includes but is not limited to:
 - Manage dD upgrade from "on premises" database to web-based case management; bi-weekly meeting attendance
 - Includes system development, customization of dD screens, data fields, integration into customized reports; support for documents/templates/reports
 - Testing during project deliverables
 - Go Live and post live updates
- dD support management: Submit and track dD ticket requests to Justice Works support team for repairs or reporting inconsistencies
- Manage user profiles and maintain group permissions in dD Security and Active Directory environment
- May assist with other IT projects, as assigned.

SECTION FIVE – NONESSENTIAL FUNCTIONS

- Maintain availability to other staff members for consultation and education; participate in training programs; maintain current knowledge of programs pertinent to clients.
- Maintain a professional demeanor within and outside the office.
- Participate actively in the performance appraisal process, staff meetings, office committees, projects and training, as required.
- Train backup personnel, as assigned.
- Other duties, as assigned.

SECTION SIX – EQUIPMENT OPERATED

Computer, telephone, and networked copiers, printers, and scanners.

SECTION SEVEN – JOB SPECIFICATIONS

KNOWLEDGE

- High school diploma or GED.
- Education or experience working in the legal or social service field is preferred but not required.
- English usage, spelling, grammar and punctuation.
- Proper telephone etiquette.
- Basic usage of modern office equipment and Microsoft Office software.
- Basic mathematical principles.
- Principles and practices of working safely.

SKILLS

- Skill in operating a computer to search, enter, update, correct, and retrieve information.
- Skill in performing general clerical duties including accurate filing using an alpha and numeric filing system.

- Skill in communicating orally and in writing with a variety of people, gathering and exchanging information.
- Skill in typing (proficient at 50 words per minute with 100% accuracy)
- Skill in operating typical office equipment such as a telephone, computer, fax, calculator, printer, copier, and scanner.

ABILITIES

- Ability to work within tight deadlines.
- Ability to travel to the courthouse or other criminal justice system facilities.
- Ability to transport or arrange for the transportation of documents to and from the courthouse.
- Ability to visually search, enter, edit computerized data.
- Ability to maintain confidentiality of agency records.
- Ability to courteously greet employees, clients and guests.
- Ability to deal effectively with people of widely divergent backgrounds.
- Ability to relate empathetically to clients and their special needs.
- Ability to learn and work within office policies and procedures affecting assigned work.
- Ability to apply office policy, procedures and work rules affecting assigned work.
- Ability to organize work efficiently and to make appropriate decisions concerning work methods.
- Ability to review forms or information for accuracy and completeness.
- Ability to apply common sense understanding to carry out instructions.
- Ability to work independently and as part of a team.

SECTION EIGHT – PHYSICAL REQUIREMENTS
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May be required to lift or carry up to 10 lbs.

SECTION NINE – WORK ENVIRONMENT
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The work environment is friendly, team-oriented, cooperative and respectful. The requirements of this position are performed in an office setting, courtroom and/or jail facilities. Regular and predictable attendance is a requirement of the job.

APPROVALS & REVISION DATES

Created: 7/14/2021

Approved by:

**Carl Macpherson, Executive Director
Grant Hartley, Multnomah County Director
Mary Bruington, Washington County Director
Greg Scholl, Capital Crimes Director**