

**POSITION DESCRIPTION  
COUNTY OF TIPPECANOE, INDIANA**

**POSITION:** Application/System Support Specialist  
**DEPARTMENT:** Prosecutor  
**WORK SCHEDULE:** 8:00 a.m. - 4:30 p.m., M-F or as assigned  
**JOB CATEGORY:** PAT III (Professional, Administrative, Technological)

**DATE WRITTEN:** September 2022

**STATUS:** Full-time

**DATE REVISED:**

**FLSA STATUS:** Non-exempt

To perform this position successfully, an individual must be able to perform each essential function of the position satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Tippecanoe County provides reasonable accommodation to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless the accommodation would present an undue hardship.

Incumbent serves as Application/System Support Specialist for the Tippecanoe County Prosecutor's Office, responsible for server administration, providing technical hardware and software assistance, installing, and configuring personal computers and collection/interpretation of digital based evidence.

**DUTIES:**

Administers, installs, updates, and coordinates specific application software used by Prosecutors Office, including installing proper codecs, redacting/editing, enhancing, or other functions related to video/audio evidence.

Reviews criminal case discovery evidence such as law enforcement in-car cameras, officer body-worn camera, surveillance videos, and other visual digital media evidence that may be considered in criminal proceedings, including discovery and disclosure purposes.

Administers, installs, and coordinates updates, software used to receive/store/distribute information from local, state, and federal agencies that may be used in criminal proceedings.

Operates various law enforcement and government databases, applications, and platforms, including but not limited to online traffic deferral portal, various surveillance videos, and cell tower location mapping.

Coordinates the collection, logging, and distribution of digital records and/or evidence from multiple police agencies, for the purpose of sharing, after appropriately redacting, discovery in defense counsel in pending cases.

Provides legal and technical guidance in identification, preservation, and collection of possible sources of digital evidence.

Assists deputy prosecuting attorney, investigators, legal assistants, and victim assistant specialists in trial preparation, including the use of courtroom technology, and serving as electronic digital litigation support.

Analyzes and resolves prosecutor database-related problems.

Assists DoIT in installations and configurations of office computers, phones, computer equipment and software, including troubleshooting and repairing devices.

Installs, maintains, and updates facility access and security systems including card readers, lock alarms, and video surveillance equipment.

Manages and sets up equipment and software for presentations, special meetings, or web-based training sessions, as needed.

Collaborates with users, vendors, and prosecutor staff to define data needs, including researching and analyzing new hardware and software products.

Trains users on personal computer operations, and software applications as needed.

Attends vendor training sessions to stay up to date on the latest hardware and software.

Incumbent occasionally works extended hours to assist with trials, evidence processing, or IT outages and responds to off-duty status emergencies.

Performs related duties as assigned.

## **I. JOB REQUIREMENTS:**

Must be at least 21 years of age.

Bachelor's degree in computer science, systems engineering, or network administration preferred. Associates degree in computer operations, information systems or related area, or equivalent combination of education and job experience may be considered.

Practical knowledge of management information systems principles, practices, and technologies.

Working knowledge of interpretation, processing, and translation of file and operating system artifacts for a variety of computer platforms.

Working knowledge of Federal Rules of Evidence and Federal Rules of Civil Procedure as applied to digital evidence and investigations.

Working knowledge of video capture, editing/redacting programs.

Working knowledge of and ability to make practical applications of policies, procedures, legal requirements, and terminology of department and judicial system.

Working knowledge of, and ability to make practical application of, evidence collection and preservation techniques.

Working knowledge of personal computer systems and ability to perform routine maintenance, install hardware/software, identify, and resolve minor problems, and provide training and assistance to users.

Working knowledge of standard English grammar, spelling, and punctuation, and ability to prepare documents and reports.

Ability to provide access to, or maintain confidentiality of, Department information and records according to state requirements.

Ability to comply with all employer and department policies and work rules, including, but not limited to attendance, safety, drug-free workplace, and personal conduct.

Ability to meet all departmental hiring, promotion, and retention requirements, including not posing a threat to the health and safety of other individuals in the workplace.

Ability to properly operate various standard office equipment, including computers, printers, tape drives, telephones, bodycams, dashcams, video surveillance equipment, and testing equipment,

Ability to effectively communicate orally and in writing with co-workers, other County department, vendors, courts, and attorneys, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Ability to understand, memorize, retain, and carry out written or oral instructions and present findings in oral or written form.

Ability to work alone with minimum supervision and with others in a team environment.

Ability to plan and layout assigned work projects, work on several tasks at the same time and complete assignments effectively amidst frequent distractions and interruptions.

Ability to analyze complex information, evaluate alternatives, make appropriate recommendations, and implement solutions.

Ability to manage, prioritize, and coordinate all phases of multiple projects.

Ability to work extended hours to assist with trials as needed.

Ability to occasionally work extended, evening and/or weekend hours, and occasionally travel out of town for training/seminars, sometimes overnight.

Possession of a valid Indiana driver's license and a demonstrated safe driving record.

## **II. DIFFICULTY OF WORK:**

Incumbent performs a broad array of duties which are of substantial intricacy with interrelationships among them not always self-evident. Incumbent receives general supervision, with work periodically reviewed upon completion. Errors in decision or work may be readily detected through supervisory review and may jeopardize criminal cases in court.

## **III. RESPONSIBILITY:**

Incumbent applies standardized practices to individual cases, where desired results are clearly indicated, and referring unusual/unprecedented situations to supervisor as needed. Incumbent receives general supervision, with work reviewed periodically for attainment of objectives.

## **IV. PERSONAL WORK RELATIONSHIPS:**

Incumbent maintains frequent contact with co-workers, other County department, vendors, courts, and attorneys, for purposes of rendering services, exchanging information, and solving problems.

Incumbent reports directly to Prosecutor and/or Office Command Staff.

## **V. PHYSICAL EFFORT AND WORK ENVIRONMENT:**

Incumbent performs duties in a standard office environment involving sitting/walking at will, sitting/walking/standing for long periods, lifting/carrying objects weighing up to 50 pounds, handling/grasping/fingering objects, pushing/pulling objects, bending, reaching, kneeling, keyboarding, driving, close/far vision, color/depth perception, hearing sounds/communication, and speaking clearly. Incumbent occasionally works extended, evening, and/or weekend hours, and occasionally travels out of town for training and/or meetings, sometimes overnight and responds to emergencies from off duty status.

**APPLICANT/EMPLOYEE ACKNOWLEDGEMENT**

The job description for the position of Application/System Support Specialist for the Tippecanoe County Prosecuting Attorney describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?  
Yes \_\_\_\_\_ No \_\_\_\_\_

\_\_\_\_\_  
Applicant/Employee signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print or Type name