

COURT STATISTICS ANALYST

Job Title: Court Statistics Analyst

Department: Charles County Circuit Court
Court Administration

Work Location: La Plata, Maryland

Starting Salary: \$63,604.37 - \$71,103.35

Job Type: Full-time; 37.5 Hours per Week; FLSA Exempt

THIS POSITION IS OPEN UNTIL FILLED WITH A BEST CONSIDERATION DATE OF *September 25, 2024*.

Job Description Summary: The Court Statistics Analyst serves as the research professional who conducts analyses of various court programs to facilitate court administration decision-making; inform policy; improve performance; promote the efficient use of court resources; and increase the court's accountability. The incumbent oversees the design, maintenance, and utilization of databases and data dashboards and assists with the production of court caseload performance and other routine and ad hoc reports. Successful execution of duties requires one to be adept with data collection methods, quantitative and qualitative data analyses, and statistical principles; possess demonstrated skill using a variety of statistical, data visualization and storytelling, and Microsoft software applications; have experience working collaboratively on small and large-scale research projects; and be able to effectively communicate with diverse audiences. The position is appointed by the County Administrative Judge and works under the direct supervision of the Director of Court Performance and Accountability with the Court Administrator's general oversight.

Essential Functions: Perform quantitative and qualitative analyses on court-wide services, workload/staffing demands, programs, etc., comparing the research outcomes with best practice standards and guidelines, to determine if existing practices are efficient and effective. Collaborate with the bench, court administration staff, Clerk's Office, and external agency partners to identify operational and organizational research needs, coordinate research projects, and execute the data collection, analysis, and reporting. Review and improve data reliability by developing quality control procedures for data entry, data collection/extraction, and data analysis. Conduct research related to data collection, data validity, and case management reporting requirements in the Maryland Electronic Courts (MDEC)/Odyssey Navigator Case Management System and devise recommendations for optimizing system usage and functionality. Generate periodic reports in MDEC to analyze trends in case filings, dispositions, case outcomes, and case activities; to routinely measure overall case time standard performance; and to determine if current case management strategies produce desired outcomes. Identify or produce data for inclusion in grant proposals and conduct post-award programmatic and fiscal performance analyses. Design, utilize, and maintain databases, data tracking instruments, data dashboards, and online surveys related to court performance evaluation projects. Prepare flow charts, graphs, process maps, project plans, timelines, data arrays, and written narratives to convey complex data arrangements in a straightforward, meaningful manner. Draft and edit a variety of written materials including: reports; articles; correspondence; data studies; spreadsheets; surveys; brochures; grant narratives; etc., ensuring that the data contained therein accurately measures the court's performance. Assist with the production, maintenance, and distribution of annual and quarterly data reports, as well as project-specific and ad hoc reports. Participate in the data-informed development of new programs, annual goals and objectives, long-range planning initiatives, improvement strategies, and operational policies and procedures. Staff and participate on various circuit court, Judiciary, and external agency partner committees to provide data analysis and research support. Act as the court's liaison to the Judiciary's Research and Analysis Department to collect and analyze statewide and regional court performance data that furthers Judiciary-wide initiatives. Participate in professional development training and pursue professional organization memberships to remain abreast of current and relevant research methodology, research initiatives, and published findings. Execute other duties as assigned.

Knowledge, Skills, and Abilities: Ability to work a full-time court schedule of 8:00 a.m. to 4:30 p.m., Monday through Friday, with the flexibility to accommodate deviations from the standard workday. Possess strong analytical and research skills to conduct data analyses. Ability to ensure the accuracy, validity, and reliability of

data from source systems to the point of reporting. Experience with a range of data collection tools, quantitative and qualitative program evaluation methods, survey research methodology, techniques for survey data analysis, and statistical principles. Ability to identify and analyze problems, translating knowledge and experience into viable solutions. Detail-oriented with excellent organizational abilities including time management, workload prioritization, and record-keeping accuracy. Perform well under pressure to meet established timelines and goals with the ability to quickly adapt behavior or work methods in response to new information, changing conditions, or unexpected obstacles. Even temperament and strong interpersonal skills to effectively build and maintain professional relationships, facilitate discussions, and work well with others in a team-oriented environment. Effective communication skills to convey complex data arrangements in a straight-forward and meaningful ways using charts, graphs, data visualization/storytelling, and oral/narrative explanations. Superior writing abilities to include drafting, editing, and formatting a variety of document types, with the capability to translate complex concepts into layman's terms and articulate policy and procedural changes necessitated by data analysis outcomes. Ability to simultaneously perform multiple tasks, with minimal supervision, and make independent decisions based on experience, good judgment, and established court policies and procedures. Capacity to exercise a high degree of tact, diplomacy, professionalism, and competence in dealing with diverse groups. Discretion and sound judgment in working with sensitive information to maintain confidentiality. Demonstrated proficiency with database and data dashboard development, online survey software tools, statistical research software applications, data visualization and storytelling, Windows operating systems, and Microsoft applications, with an aptitude for learning software programs related to various court administration, case management, and grant functions.

Education and Experience: A bachelor's degree from an accredited college or university in criminal/juvenile justice; social science; court, business, or public administration; or other related field, including major course work in statistics and/or research methodologies. Three years of relevant experience involving utilizing statistical research software applications, data collection, research, qualitative and quantitative analyses, data interpretation, statistical report writing, and designing and managing research projects in a social science, criminal/juvenile justice, or court environment. A master's degree from an accredited college or university in social science research, public policy, judicial administration, or related field may substitute for one year of work experience. (Minimum)

Direct data research and statistical analysis experience in a court system, with a knowledge of legal terminology, court processes, case management, and project management; experience using Maryland's electronic case management system (MDEC) and applying Maryland Case Time Standards; a certificate of completion for the National Center for State Courts' Institute for Court Management courses: *Caseflow & Workflow Management* and/or *Accountability & Court Performance*; or Institute for Court Management (ICM) participation/certification. (Highly Desirable).

The position is grant-funded, and continued employment is contingent upon the availability of funds awarded each fiscal year. Excellent benefits including a defined benefit pension plan, deferred compensation, generous leave, and health care programs. The Charles County Employee Pension Plan honors portability of prior eligible Maryland State and local government services in other defined benefit pension plans.

Individuals interested in applying for the Court Statistics Analyst position may do so by accessing the Charles County Government website: <https://www.governmentjobs.com/careers/charlescountymd>. **In addition to completing the online application, candidates must submit a current resume and a professional writing sample, directly related to data and statistical analysis, with the application to be considered for this position.** Faxed copies or applications electronically submitted directly to an individual's email address will not be accepted.

Charles County Circuit Court is a drug-free workplace and an equal opportunity employer, committed to diversity in the workplace. We do not discriminate on the basis of race, color, religion, age, sex, marital status, national origin, physical or mental disability, familial status, genetic information, gender identity or expression, sexual orientation, or any other characteristic protected by State or federal law. Applicants who need an ADA Accommodation for an interview should request the accommodation when notified of a request to be interviewed. Applicants must be United States citizens or eligible to work in the United States.