



# Judicial Council of Georgia Administrative Office of the Courts JOB ANNOUNCEMENT

## Research Analyst (Part-Time) - Extended

**Recruitment Period:** Submit resume by **May 10, 2021**

**Number of Positions:** One (1) position

**FLSA Status:** Exempt

**Salary:** \$17 - \$20/hour

**Position Location:** Fulton

The Research Analyst, within the Office of Research, Planning, and Data Analysis, provides the Judicial Council, Administrative Office of the Courts, Georgia courts, and stakeholders evidence-based research and subject-matter expertise that drive policy and enhance court administration. The position serves as an expert on statistical techniques used in deriving, analyzing, and interpreting data from courts, works with internal and external customers to meet research needs, and stays current on relevant research methodology and findings. Work is performed under limited supervision of the Judicial Caseload Data Manager.

### Performance Standards

- Serve a recurring role in data projects, including collection, review, evaluation, and analysis of a variety of court data from all classes of courts.
- Assist with new project development, including design and management of data collection instruments that will allow for the ongoing assessment of court data, policies, and programs.
- Produce written reports documenting results of data analysis and present to stakeholders.
- Maintain close working relationships with internal and external customers, responding to research and technical assistance requests, identifying research needs, and developing methodologies for meeting them.
- Work in a team with the Judicial Caseload Data Manager and other analysts to develop and update internal policies and procedures, analyzing methods to improve data collection by addressing reliability and validity of data sources and collection methods.
- Support court administration in decision-making, policy evaluation, promoting the efficient and effective use of court resources, and increasing court accountability to the public through best practice research and implementation.
- Attend court and conferences, review literature, and investigate new techniques in data analysis.
- Perform other duties as assigned, including maintaining records in accordance with established retention policies.

### Minimum Training and Experience

- Bachelor's degree in public administration, public policy, political science, statistics, judicial administration, criminal justice, or actively pursuing a degree in related fields of study.
- Knowledge of and experience with the following software: Microsoft Office Suite (Excel, Word, Outlook, and PowerPoint).
- Possession of a valid Georgia Driver's License and ability to operate an automobile.
- Ability to travel statewide and regionally, as dictated by the functions of the position and the business needs of the agency.

**The JC/Administrative Office of the Courts is an Equal Opportunity Employer**

### **Preferred Qualifications**

- Bachelor's degree in public administration, public policy, political science, statistics, judicial administration, criminal justice, or other similar field with major coursework in statistics and/or research methodology.
- Knowledge of and experience with the following software: SPSS, ArcGIS, Business Objects Web Intelligence, Adobe Acrobat, and Microsoft OneNote and Project.
- Knowledge of general court processes and operations and/or experience with courts and/or court-related subject matter.
- Certification in court-related programs and/or other applicable subject matter.

### **Technical Competencies**

- Knowledge of the basic concepts of project management and ability to manage multiple projects simultaneously.
- Ability to review information, identify pertinent project areas for investigation and make recommendations as part of a team.
- Ability to analyze current processes and procedures and make recommendations for improvement.
- Ability to collect, synthesize, and analyze a variety of data from multiple sources.
- Experience in report writing and training/briefing staff and elected officials.
- Ability to communicate, express ideas clearly and concisely, both orally and in writing.
- Ability to present research and evaluation in a variety of presentation formats, including in-person, written, and over the internet.
- Ability to remain highly organized, detail oriented, and motivated in fluid work environment.

### **Physical Requirements**

- Prolonged periods of sitting at a desk and working on a computer.
- Must be able to lift to 15 pounds at times.

### **To apply:**

Applicants must submit a resume to [resume@georgiacourts.gov](mailto:resume@georgiacourts.gov) by close of business **May 10, 2021**. This position is subject to close at any time once a satisfactory applicant pool has been established.

Subject line **MUST** include: **Research Analyst (Part-Time)**

### **Additional Information:**

Due to the volume of applications received, we are unable to provide information on application status by phone or email. All qualified applicants will be considered but may not necessarily receive an interview. Selected applicants will be contacted by the hiring manager to complete next steps in the hiring process. Applicants who require accommodations for the interview process should contact [resume@georgiacourts.gov](mailto:resume@georgiacourts.gov) or call 404-463-0638. The JC/AOC will attempt to meet reasonable accommodation requests whenever possible.