



Judicial Council of Georgia

Administrative Office of the Courts

JOB ANNOUNCEMENT

JCIP Research Analyst I (Grant Position) (Extended)

<u>Recruitment Period:</u>	Submit resumes by January 27, 2023		
<u>Number of Positions:</u>	1 (One) position	<u>FLSA Status:</u>	Exempt
<u>Hiring Salary:</u>	\$50,000 - \$60,000	<u>Position Location:</u>	Fulton County, GA

Job Summary

State judicial branch agency seeks an energetic professional to collect, analyze, and present important data about every level of court. Opportunity to serve with a dynamic team working to improve the administration of justice. Flexible work arrangements with possible remote options and 13 paid holidays are available. Innovative thinkers are encouraged to apply for this grant-funded position.

The Justice Counts Implementation Project (JCIP) Research Analyst within the Office of Research, Planning, and Data Analysis is a multi-year grant-funded position that provides the Judicial Council, Administrative Office of the Courts, Georgia courts, the Justice Counts Initiative Program, and stakeholders evidence-based research and subject-matter expertise that drive policy and enhance court administration. Through the adoption of the National Open Data Standards (NODS) and a core set of criminal justice metrics, specifically, the Pretrial/Courts measures; the JCIP Research Analyst will collect, analyze, and share data in a timely and consistent manner that will aid criminal justice systems to improve their capacity to set goals, measure whether they are achieving them, and use results to make data-driven policy decisions and allocate resources effectively. 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 the JCIP requirements, and stays current on relevant research methodology and findings. Work is performed under limited supervision of the Judicial Caseload Data Manager and the Automated Data Collection Subcommittee (Task Force).

Job Responsibilities and Performance Standards

- Serve a recurring role in data projects, including collection, review, evaluation, and analysis of a variety of court criminal justice data from affected 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 related to the JCIP pretrial/court data.
- 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 criminal justice data collection by addressing the 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, review literature, and investigate new techniques in data collection and analysis.
- Perform other duties as assigned, including maintaining records in accordance with established retention policies.

Minimum Skills, Training, and Experience

- Bachelor's degree in public administration, public policy, political science, statistics, judicial administration, criminal justice, or actively pursuing a degree in those fields of study.
- Knowledge of and experience with the following software: Microsoft Office Suite (Excel, Word, Outlook, and PowerPoint).
- Knowledge of and experience with the following software: SPSS, ArcGIS, R, BusinessObjects Web Intelligence, Adobe Acrobat, and Microsoft OneNote, PowerBI and Project.
- Possession of a valid Georgia Driver's license and ability to operate an automobile.
- Ability to travel overnight, statewide, and regionally, as dictated by the functions of the position and the business needs of the agency.

Preferred Qualifications

- Master'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 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.

To Apply:

Send your **resume**, in **.pdf** format, to resume@georgiacourts.gov. Resumes submitted after **5:00PM (EST)** on **January 27, 2023** or without a cover letter will not be considered.

Subject line must include **"JCIP Research Analyst"**

244 Washington Street SW • Suite 300 • Atlanta, GA 30334
404-656-5171 • www.georgiacourts.gov

Additional Information:

Being authorized to work in the U.S. is a precondition of employment. The selected candidate will be required to pass a background investigation as a condition of employment. Items that may be examined in a background check include but are not limited to criminal records, fingerprint records, education records, past employers, state licensing/certification records, and driving records.

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 or call 404-463-0638. The JC/AOC will attempt to meet reasonable accommodation requests whenever possible.