

Administrative Office of the Courts of Georgia Job Description

Job Title: Research Analyst I

Job Code:

Last Update: November 2023

Current Employee: N/A

FLSA Status: Non-Exempt

Position Reports to: Judicial Caseload Data Manager

Salary Minimum: \$39,083.32

Salary Midpoint: \$53,728.30

Salary Maximum: \$68,418.29

Pay Grade: 16

Job Description, Responsibilities, Standards, and Qualifications

Job Description

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, developmental training, and room for advancement available. Innovative thinkers are encouraged to apply.

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, findings, and statistical software. Work is performed under limited supervision of the Research Assistant Director.

Job Responsibilities and Performance Standards

1. Serve a recurring role in data projects, including collection, review, evaluation, and analysis of a variety of court data from all classes of courts.
2. 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.
3. Produce written reports documenting results of data analysis and present to stakeholders.
4. 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.
5. Work in a team with the Assistant Director for Research, Division Director, 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.
6. 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.
7. Attend court and conferences, review literature, and investigate new techniques and applications in data analysis.
8. 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 those 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 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 and experience with the following software: SPSS, ArcGIS, BusinessObjects Web Intelligence, R Studio, Tableau, Adobe Acrobat, and Microsoft OneNote, PowerBI 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.

To Apply:

Send your resume and cover letter, in .pdf format, to resume@georgiacourts.gov.