

JOB ANNOUNCEMENT

EIGHTH JUDICIAL CIRCUIT

COURT ADMINISTRATION COURT ANALYST - #7101

DISTINGUISHING CHARACTERISTICS OF WORK: The Court Analyst is responsible for assembling court data and performance measurements from a variety of data sources in order to evaluate and analyze case flow, case loads, and timeliness of case processing. The Court Analyst is expected to evaluate the efficacy of court programs, and develop and implement models to effectively interface and coordinate case management with case maintenance. The Court Analyst prepares and maintains reports for the judiciary concerning court programs, local justice system collaborative efforts, Summary Reporting System (SRS) trends and Delphi Case Weight studies. The Court Analyst also provides staff support to the judiciary and serves on local court committees, such as the Public Safety Coordinating Council, Intensive Case Management Workgroup and the Jail Alternatives and Recommendations Task Force. The Court Analyst must establish working relationships with the judiciary, court personnel and criminal justice system partners. The Court Analyst is expected to improve the rate of case dispositions, improve case flows, and timeliness of case processing, as well as directly contribute to the reduction of time in custody spent by defendants in the Alachua County Jail.

EDUCATION AND EXPERIENCE GUIDELINES: Education commensurate with a Bachelor's degree from an accredited four year college or university. Special consideration given to degrees with majors in criminology, statistics, public administration, judicial administration, or systems analysis, and two years of experience preferably in judicial administration. A Master's degree in an area cited above, or a law degree, may substitute for the recommended experience.

KNOWLEDGE, SKILLS, AND ABILITIES: The Court Analyst must use creative and innovative techniques to compile compelling data, reaching logical conclusions that can be presented in a variety of formats to the judiciary, court staff and other criminal justice system partners including but not limited to narratives, graphs, and charts. The Court Analyst must have the ability to work both cooperatively and independently. The Court Analyst must have knowledge of and ability to apply modern research techniques: knowledge of and ability to use methods in the collection, analysis, and presentation of information and data. Additionally, the Court Analyst must have the ability to operate a personal computer and computer software applications such as Microsoft Excel, Microsoft Access and STATA. The Court Analyst must also have a working knowledge of how to formulate SQL queries.

Annual salary is \$40,116/annually. This is a county-funded position with State of Florida retirement benefits.

A cover letter, State of Florida Job Application, resume and three professional reference letters are required. Please send the application to Ms. Jan Phillips, Human Resources Manager, Alachua County Family/Civil Justice Center, 201 E. University Avenue, Room 410,

Gainesville, FL 32601. If you need a special accommodation to participate in the application/selection process, please call 352-337-6237 (Office and TDD).