



OFFICE OF COURT ADMINISTRATION

Megan LaVoie
Administrative Director

JOB VACANCY NOTICE

Posting Date: 09/16/2022

Closing Date: Until Filled

Job Listing Identification Number: 15567493

State Class. No. and PayGroup: 0653/B24

State Job Title: Data Analyst IV

FLSA Status: Exempt Non-Exempt

Agency Job Title: Judicial Information Data Analyst

Location: Austin, TX

Monthly Salary: \$5,833.34 - \$6,416.67

Type of Job: Full Time Part Time

Remarks: *Salary commensurate with experience.*

Travel Required: Yes No

Job Description:

This position works in the Research and Court Services Division's Judicial Information section which is responsible for analyzing and presenting data for judicial branch issues and initiatives.

This position performs complex (journey-level) qualitative and quantitative data analysis and data research work related to court caseload statistics and other aspects of the judicial system. Work involves compiling and analyzing data, identifying key data quality issues, identifying trends in the data and creating visualizations to demonstrate significant impacts/changes, preparing statistical and narrative reports, responding to requests for information, and communicating with courts, clerks, and other data sources. Works under general supervision with moderate latitude for the use of initiative and independent judgment.

Essential Job Functions:

- Responsible for providing, analyzing, interpreting, and presenting court activity related data to the judiciary and agency leadership.
- Uses statistical methods and relational databases to analyze data sets.
- Collects, compiles and queries data.
- Evaluates data for quality issues and follows up with Judicial Information and Court Services staff, clerks, or courts as needed to resolve data issues.
- Assists in developing strategies to improve data quality.
- Identifies and interprets data patterns and trends.
- Prepares statistical and narrative reports.
- Responds to data and research requests as needed.
- Work with external sources to gather information needed for research and analyses.
- Identifies research needs based on policy review and data findings.
- May participate in the work of committees, task forces and other entities.
- Works closely with the agency's Deputy Director of Research to create routine data reports and

dashboards for leadership.

- Works closely with the agency's Chief Data Officer to assist with executive level data requests and projects.
- Performs related work as assigned and complies with all OCA policies.

Minimum Qualifications:

- Graduation from an accredited four-year college or university with major course work in business or public administration, government, computer science, statistics, data science, business analytics, mathematics, or related field; may substitute four years of full-time relevant experience for required education.
- Three additional years of progressively responsible full-time experience in research or statistical work.
- Ability to collect, compile, review, analyze, and evaluate statistical data and to conduct qualitative and quantitative analyses.
- Experience with data compilation and analysis, program evaluation, or research.
- Substantial experience with Excel and other software tools used to manipulate and analyze data and to produce graphs, charts and tables.
- Ability to communicate professionally in writing and orally and to translate complex information into common terms.
- Ability to manage concurrent projects or tasks to meet deadlines and adapt to changing priorities and deadlines.
- Ability to work effectively with a wide variety of internal and external customers.
- Proficient in Microsoft Office Suite.
- Has the ability to work and communicate remotely.

Preferred Qualifications:

- Graduate degree preferred with major course work in the above areas of study.
- Experience in a judicial organization.
- Experience with using relational databases.
- Experience with or knowledge of the Texas judicial system.

Employment Conditions:

- Regular attendance required.
- Travel may be required.
- Operates standard office equipment, computer hardware and software.
- Employment may be remote.
- Must sit for extended periods of time.
- May talk on phone for extended periods of time.

Note:

The following Military Occupation Specialty (MOS) codes are generally applicable to this position. Applicants must fully complete the summary of military experience applicable to the position to determine if minimum qualifications are met.

0519, 86Mo, 4505, OSS, 65WX,

Additional Military Crosswalk information can be accessed at

https://hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_PlanningResearchandStatistics.pdf

To Apply:

All applications for employment with the Office of Court Administration must be submitted electronically through www.WorkinTexas.com. Interested candidates may also email a completed state of Texas application to OCACareers@txcourts.gov. Applications must be complete, including start and end dates of work experiences. Following a screening of applications, interviews of qualified applicants who have submitted a **completed state application** will be scheduled. Only applicants interviewed will be notified of their selection or non-selection.

An applicant's response to the question regarding Former Foster Youth on the state application is optional if you are applying for employment with the Office of Court Administration.

The Office of Court Administration is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, national origin, age or disability in employment or in the provision of services. In compliance with the Americans with Disabilities Act, any request for reasonable accommodations needed during the application process should be communicated to Human Resources. 1-800-RELAY TX (for hearing impaired).

The Office of Court Administration participates in E-Verify and will provide the Social Security Administration, and, if necessary, the Department of Homeland Security, with information from each new employee's Form I-9 to confirm work authorization.

Section 651.005 of the Government Code requires males, ages 18 through 25, to provide proof of their Selective Service registration or of their exemption from the requirement as a condition of state employment.