Idaho Judicial Branch
Position Description

Position Title:	**Court Data Analyst**
Effective Date:	**November 2018**
Salary Grade/Range:	Grade 15/$50,000 - $60,000
FLSA Status:	Exempt
EEO Job Category:	Professional

General Position Summary:

The Court Data Analyst position is responsible for the data analysis and data reporting to stakeholders of the Idaho Courts through the use of data dashboards and other data visualization modalities. The position would include the management, creation, and validation of custom SQL-based reports and data extracts within Odyssey –the Idaho Court's case management system and provides analytic services to stakeholders. This position requires the use of strong data analysis skills and the ability to compile and present complex data in a clear and understandable way. This position works under the general supervision of the Data and Evaluation Manager.

Major Duties and Responsibilities: (The examples provided do not cover all of the duties which the incumbent in this position may be required to perform.)

- Identifies key data elements needed for data analysis, develops standard definitions of key data elements, and updates instruction manuals to ensure data integrity;
- Analyzes, summarizes and formats data to meet customer needs through appropriate data visualization;
- Explores and proposes new ways to visualize data through reports and online dashboards;
- Establishes and documents procedures and methods for reporting;
- Prepares, presents, and explains complex data to management in an understandable manner;
- Compiles data for the Judiciary's Annual Report and other publications;
- Reviews and corrects data, ensuring output is consistent with study;
- Identifies business needs for data and translates requirements into specifications for report development;
- Validates, and maintains customized reports in Odyssey;
- Analyzes business processes and develops custom SQL query logic to produce accurate data for analysis, and reporting;
- Develops and administers online surveys to answer research questions and compiles results for presentation to various audiences;
- Partners with stakeholders to establish expectations and priorities;
- Creates and maintains custom queries and reports using a variety of software programs to respond to requests from customers;
- Analyzes research questions and translates into custom SQL query logic to extract data to answer the research question;
- Creates new custom logic driven reports using SRSS, SSIS, Report Builder and other applications;
- Conducts periodic audits of data and processes to ensure validity and reliability of statistical data;
- Identifies system changes that impact data needs and identifies ways to ensure quality data entry and collection;
- Analyzes data for completeness and works with court staff to identify and correct incomplete data records, for reporting;
- Participates in problem solving on multiple projects simultaneously;
- Works in ticketing system to address issues from customers regarding data or report issues;
- Performs other duties as assigned.

Minimum Qualifications:

The Judicial Branch reserves the right to consider an equivalent combination of education, training, and/or experience necessary to successfully perform the major responsibilities of the position.

- A Bachelor's degree in Analytics, Management Information Systems, Statistics, Social Science; or a related field; equivalent combination of education and experience;
- A minimum of three years of experience in data analysis and presentation required;
- Experience using Excel, SPSS, SAS, or other statistical software for statistical analysis and experience working with large data sets;
- Experience using SRSS (SQL Server Reporting Services) or similar report generation software is preferred;
- Previous experience with court case management systems preferred.

Knowledge, Skills, and Abilities:
- Knowledge of advanced functions within Microsoft applications to include Microsoft Word and Excel;
- Knowledge of research methods and statistical analysis;
- Knowledge of business intelligence software, Crystal Reports or other report writing software;
- Skill in using SRSS, SSIS, Report Builder preferred;
- Skill in presenting complex data in a clear and understandable manner both verbally and in writing;
- Ability to use strong critical thinking skills to analyze complex data;
- Ability to work independently;
- Ability to facilitate project initiatives;
- Ability to proofread documents and data for accuracy and completeness;
- Ability to follow verbal and written instructions;
- Ability to organize and prioritize work effectively;
- Ability to maintain confidentiality;
- Ability to maintain effective working relationships with court personnel, committees, and others.

Application Instructions:
If interested in being considered for this position, please complete the employment application and submit it, along with your cover letter and résumé to hr@idcourts.net or to the Human Resources Office, P.O. Box 83720, Boise, ID 83720-0101. Application packets must be received by *5:00 pm MST, Thursday, January 7, 2019.*

The State of Idaho is an equal opportunity employer. Hiring is done without regard to race, color, national origin, sex, age, religion, socioeconomic status, sexual orientation, gender identity, disability, or any other applicable legally protected status. In addition, preference may be given to veterans who qualify under state and federal laws and regulations. If you need special accommodation for applying or interviewing, please notify human resources.