

Idaho Judicial Branch
Position Description

Position Title:	Research and Evaluation Specialist
Effective Date:	2019
Salary/Range:	Grade 15/ \$50,000 - \$66,590
FLSA Coverage:	Exempt
EEO Job Category:	Professional

General Position Summary:

This is a position within the Data and Evaluation Department at the Idaho Supreme Court that will be responsible for data analysis and program evaluation of various projects within the Administrative Office of the Courts (AOC). Data analysis will include the use of case management system data as well as data from other systems that support overall administration of child protection, children and families, domestic violence, guardian ad litem, guardianship and conservatorship, and problem solving courts. The position works under the general supervision of the Manager of the Data and Evaluation Department and may receive project specific direction from the Research & Evaluation Analyst.

Major Duties and Responsibilities:

- Designs methodologies and implements, directs, and presents process and outcome-based research and evaluation projects, presents report findings, and related recommendations to various committees;
- Consults with managers regarding comprehensive quality management plans for various court programs;
- Provides pertinent information for reporting to committees and other organizations;
- Coordinates and communicates with personnel from the AOC and with system users and providers of data about various court service operations;
- Works to ensure accurate and consistent data entry and data collection statewide by working collaboratively with AOC staff, court and county personnel;
- Assesses, designs, develops, and conducts training on court case management systems and other communication or data systems for court users;
- Updates manuals, develops standard definitions of key data elements, and develops "how to" documents and other printed data system support materials;
- Identifies system changes that impact data needs and problem-solves how to ensure quality data entry and collection;
- Utilizes statistical programs to compile and analyze data from multiple databases to prepare clear reports and assist with grant progress reports;
- Works with utilization, operations, and data submissions of the Department of Health and Welfare and other court and community-based services;
- Coordinates content for inclusion in the AOC Annual Report;
- Performs other duties as assigned.

Minimum Qualifications:

Education and Experience:

- Graduation with a Bachelor's Degree from an accredited college or university with a relevant area of study; a Master's Degree preferred.
- Three years of relevant work experience working with data and data systems; experience working with court systems is preferred.
- Three years of relevant work experience conducting program evaluations including designing, implementing, and reporting.
- Experience using Microsoft Excel, SPSS or other statistical software.

Knowledge, Skills, and Abilities:

- Knowledge of research methods and principles of statistics.
- Knowledge of business intelligence software, Crystal Reports or other reporting writing software.
- Knowledge of/and experience with the following software: Word, PowerPoint, Excel, and Access.
- Knowledge of confidentiality, connectivity, and security issues relevant to appropriate, legal, and ethical information sharing.
- Skill in presenting research and evaluation results in a variety of presentation formats, including in-person, written, and distance learning.
- Skill in verbal and written communications to establish relationships and present report data and recommendations.
- Ability to prepare analytical (research) reports or materials.
- Ability to work effectively with multiple committees.

The Judicial Branch reserves the right to consider and equivalent combination of education, training, and/or experience in determining whether an applicant is capable of performing the assigned duties and fulfilling the assigned responsibilities of the position.

Application Instructions

If interested in being considered for this position, please complete the attached application and submit it, along with your cover letter and résumé to hr@idcourts.net or to the Human Resource Office, P. O. Box 83720, Boise, ID 83720-0101. ***Application packets must be received by 5:00 p.m., MDT, Friday, July 11, 2019.***

The Idaho Judiciary 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.