



OFFICE OF COURT ADMINISTRATION

David Slayton
Administrative Director

JOB VACANCY NOTICE

Posting Date: July 17, 2015

Closing Date: Open until filled

Job Listing Identification Number: OCA-212-15-27

State Classification Number and Step: 0604/ B19

State Job Title: Research Specialist III

FLSA Status: Exempt Non-Exempt

Agency Job Title: Judicial Information Data Analyst

Location: Austin, Texas

Monthly Salary Range: \$3,520.33 - \$4,877.66

Type of Job: Full Time Part Time

Remarks: Salary commensurate with experience.

Travel Required: Yes No

Job Description: Works in the Research and Court Services Division's Judicial Information section, which is responsible for collecting and reporting court-related data. Work involves compiling, reviewing, analyzing and evaluating data; contacting courts and clerks to discuss and resolve data problems; responding to requests for information; and preparing statistical and narrative reports. Works under limited supervision with moderate latitude for the use of initiative and independent judgment.

Essential Job Functions:

- Compiles, reviews, analyzes and evaluates data collected by Judicial Information.
- Contacts courts and clerks to discuss and resolve data problems.
- Responds to or assists in responding to requests for information from a wide variety of sources (i.e., judges, clerks, other agencies, lawyers, legislators, the general public, etc.). Translates complex information into common terms.
- Prepares or assists in preparing various statistical and narrative reports.
- Analyzes data to identify trends in the Texas judicial system.
- Compiles and analyzes other information needed for division or agency projects.
- Provides positive assistance to courts and clerks on reporting issues over the phone or email.
- Recommends changes to improve collection of judicial data.
- Assists in developing and prescribing procedures and definition of terms for collecting workload data, performance measures, and other information from the courts.
- May design, collect, and conduct analysis of quantitative and qualitative data for research projects.
- Develops and maintains effective working relationships and communications with judges and clerks at all levels of the Texas judiciary, as well as with OCA staff and with staff of other agencies, entities, and organizations.
- Performs related work as assigned.

Minimum Qualifications:

- Graduation from an accredited four-year college or university with major course work in business or public administration, government, computer science, statistical analysis, research methodology, sociology, or related field.
- At least two years of experience in compiling, analyzing, and interpreting statistical data.
- Proficient in Microsoft Office Suite.
- Education and experience may have occurred concurrently.

Preferred Qualifications:

- Graduate degree preferred with major course work in the above areas of study.
- Ability to gather and analyze accurate and relevant information.
- Ability to prepare clear and concise reports and correspondence.
- Experience with statistical analysis, program evaluation, or research.
- Skill in producing graphs, charts and tables.
- Proficient in Access, Crystal Reports, SQL, SSPS or other software used to run database queries.
- Experience with using databases.
- Ability to communicate professionally in writing and orally.
- Ability to manage concurrent projects to meet deadlines and adapt to changing priorities and deadlines.
- Ability to coordinate, collaborate, and employ good interpersonal skills.
- Ability to work effectively with a wide variety of internal and external customers.
- Experience with or knowledge of the Texas judicial system.

Employment Conditions:

- Sit for long periods of time.
- Periods with heavy phone volume.

Send completed State of Texas Application for Employment to: Human Resources, Office of Court Administration, 205 W. 14th Street, Suite 600, Tom C. Clark Building, Austin, Texas 78701, fax to 512/463-1648 or email to ocajobs@txcourts.gov. State applications are available on the Internet at WorkinTexas.com. Resumes may accompany applications but will not be accepted in lieu of a completed application. Following a screening of applications, interviews of qualified applicants who have sent in a **completed state application** will be scheduled.

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, national origin, sex, religion, age or disability in employment or 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 by the applicant to Nancy Simmons the Office of Court Administration's Human Resources Officer, at 512/936-1611.