



Austin American-Statesman
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Office of Court Administration
Megan LaVoie, Administrative Director

Job Posting

Posting Date: 04/15/2024

Closing Date: 04/29/2024

Job Listing Identification Number: 00041608

State Class. No. and Pay Group: 0652/B22

State Job Title: Data Analyst III

FLSA Status: Exempt Non-Exempt

Agency Job Title: Data Analyst

Location: Austin, TX

Monthly Salary: \$5,000.00- \$6,166.67

Type of Job: Full Time Part Time

Remarks: Salary commensurate with qualifications and experience.

Travel Required: Yes 5% No

Job Description:

This position works in the Data and Research Division which is responsible for analyzing and presenting data for judicial branch issues and initiatives. The Data Analyst reports to the Division Manager, works with guidance from the Division Director and Chief Data Officer on data for the business courts, and contributes to the division's judicial information functions.

Performs moderately complex (journey-level) data analysis and data research work related to court data. Work involves conducting detailed analyses on the state's new business courts and impacts on caseloads statewide, responding to requests for information, preparing necessary statistical and narrative reports, identifying key data quality issues, and communicating with the courts and clerks. Works under general supervision with limited latitude for the use of initiative and independent judgment.

Essential Job Functions:

- Responsible for providing, analyzing, and interpreting court data.
- Identifies and interprets data patterns and trends.
- Uses relational databases to analyze data sets.
- Collects, compiles and queries data.
- Evaluates data for quality issues, performs routine data checks, and follows up with clerks, courts, and OCA staff to resolve data issues.
- Provides guidance to business courts' staff and clerk on the use of the business courts' case management system to promote the capture of quality data.
- Responds to data, information, and research requests.
- Assists with data entry tasks as needed.
- Provides routine data updates on business courts to the Division Director, Division Manager, and Business Courts Project Manager.
- May participate in the work of committees, task forces and other entities as directed by the Division Director.
- 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, statistics, business analytics, or related field; may substitute four

years of full-time relevant experience for required education.

- Three years of progressively responsible full-time experience in data analysis, data compilation and analysis, program evaluation, and/or research.
- Three years of experience with Excel and other software tools used to manipulate and analyze data and to produce graphs, charts, and tables.
- Experience with using relational databases and querying data.
- Experience with data querying and visualization systems such as Tableau or Power BI.

Preferred Qualifications:

- Experience in a judicial organization or knowledge of the Texas judicial system.
- Experience providing visualizations to multiple stakeholders.
- Experience writing reports to present research and analysis findings.
- Familiar with case management or customer service management systems. (EG, Odyssey, Idocket, NetData, LGS, etc.)

Knowledge, Skills, and Abilities (KSAs)

- Ability to collect, compile, review, analyze, and evaluate data and to conduct qualitative and quantitative analyses.
- 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.
- Skill in Microsoft Office Suite.

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. Army: 25B – Information Technology Specialist, Navy: CT – Cryptologic Technician Coast Guard: IS – Intelligence Specialist, Marine Corps: 0271 – Aviation Intelligence Specialist, Air Force: 1N0X1 – All Source Intelligence, Space Force: 510 – All Source Intel. Applicants must fully complete the summary of military experience applicable to the position to determine if minimum qualifications are met. 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 may be submitted electronically through at [CAPPS Careers](#) and can be viewed on www.WorkinTexas.com. 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.