



Pima County Consolidated Justice Court

Job Description

Job Title:	Court Operations Analyst
Class Code:	9001
Class Title:	Administration II - Courts
FLSA:	Exempt
Court Status:	Court Classified
Salary Range:	\$49,920 to \$63,655
Minimum Qualifications:	
A Bachelor's degree in business or public administration, or a related field, and three years experience in business analysis, business research, and statistical/technical reporting, or similar responsibilities in a public, criminal justice or social services work environment. OR any equivalent combination of experience, training and/or education approved by Human Resources.	
Licenses and Certificates:	
None required.	
Summary:	
Provide direct support to court leadership on administrative and operational projects as directed. Perform research and analytical studies on a variety of topics. Assist with the collection, analysis and reporting of data on administrative and operational projects. Responsible for the analysis and development of data collection methodologies and processes, and ensuring the quality and integrity of the data collection processes, the data collected, and the reporting of the data. This is a court classified position that reports directly to Court Administration. This position has no supervisory responsibilities.	
Essential Duties:	
<ul style="list-style-type: none"> • Champion the values of the court through example and accountabilities; • Gather, organize and analyze information on identified issues or procedures; document existing processes and systems and performs cost/benefit or other efficiency analyses. Prepare reports summarizing findings, alternatives and recommendations for new or revised procedures or systems; • Coordinate the analysis and documentation of existing processes and systems for possible improvements and recommend new or revised systems as required; provides technical assistance in designing processes for recording business activity; • Participate in meetings and interview employees at all levels to analyze policies, work procedures and operational methods for needs analysis; • Perform specific tasks in the analysis of policies and practices; prepares reports and recommends alternatives for enhancing operating efficiency; • Participate in the planning, developing, scheduling, and facilitating of training for court employees; • Design, coordinate and lead research projects and surveys, perform statistical analyses, evaluate results and prepare reports for court leadership; • Respond to court leadership inquiries for assistance to address administrative and operational issues relating to the court's business; • Compile and analyze statistical data and report to the court on trends to include recommendations for case management and processing; • Assist in developing proposals and making recommendations for improving and increasing the efficiency of court operations; • Recommend and assist with the development and implementation of policies and procedures for all court divisions to ensure the court's compliance with state, court and legislative mandates; • Conduct desk reviews of all court division operations to ensure compliance with state, court and legislative mandates and 	

make recommendations to enhance efficiency, accuracy and effectiveness in coordination with the appropriate court leadership;

- Monitor case management processes and data to ensure accuracy;
- Assist court leadership in resolving court operational issues to ensure compliance with state, court, and legislative mandates;
- Maintain and update court automated and manual resources that pertain to case management processing and administrative operations;
- Prepare reports as requested by court leadership.

Additional Duties:

- Periodically review and modify court forms;
- Participate in hiring processes;
- Serve as chair or staff on committees;
- Assist in the preparation of grant requests;
- Complete duties, special assignments and projects as assigned.

Knowledge of:

- Knowledge of the principles and techniques used for business systems analysis and process documentation;
- Knowledge of the principles and techniques for systems and procedures design and development;
- Knowledge of database management tools and how to integrate hardware and software technologies into the design and development of projects.

Skill in:

- Must have strong computer skills, strong analytical skills, presentation skills, organization and time management skills and writing skills;
- Must have the ability to communicate effectively with a variety of court employees at varying levels within the court;
- Must have the ability to work independently and in a team environment.

Special Notice Items:

All positions require satisfactory completion of a background investigation by law enforcement agencies, due to need for access to law enforcement, corrections, detention and courts facilities or associated confidential or sensitive information, documents, communications systems and like materials.

Physical/Sensory Items:

Typically performs duties in an office environment to include sitting for extended periods of time and occasionally bending and stooping. May lift material or equipment weighing 15 pounds or less.