



Pima County Consolidated Justice Court

Job Description

Job Title:	Court Operations Analyst
Class Code:	5596
Class Title:	Court Operations Analyst
FLSA:	Exempt
Court Status:	Court Classified
Minimum Qualifications:	
<p>A Bachelor's degree in business or public administration, criminal justice, social or behavioral science, or a related field <u>and</u> some experience collecting and/or entering quantitative and qualitative data into spreadsheets and databases and/or managing spreadsheets or databases, OR four years of progressively responsible court experience in two or more court departments and some experience collecting and/or entering quantitative and qualitative data into spreadsheets and databases and/or managing spreadsheets or databases. Preference may be given to candidates who have attended the Court's Leadership program or the Arizona Administrative Office of the Court's Leadership Institute.</p>	
Licenses and Certificates:	
None required.	
Summary:	
<p>Provide direct support to court administration and management on court operational projects as directed. Recommend and assist with staff training to ensure data quality. Perform research, statistical, and analytical studies on a variety of topics. Assist with the collection, analysis, and reporting of data on administrative and operational reviews. 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.</p>	
Essential Duties:	
<ul style="list-style-type: none"> • Create and maintain a data governance model to cover court business rules and policies, to ensure the quality and integrity of data follows rules, statutes, and court processes at the local and state level; Monitor case management processes and data to ensure accuracy; Assist in developing proposals and making recommendations for improving and increasing the efficiency of court operations; • Gather, organize, and analyze information on identified issues or procedures; document existing processes and systems and perform cost/benefit or other efficiency analyses. Prepare reports summarizing findings, alternatives, and recommendations for new or revised procedures or systems; 	

Compile and analyze statistical data and report to the court on trends to include recommendations for improving case management and processing; 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 rules, legislative mandates, and Supreme Court administrative orders and directives;

- Design, coordinate, and lead research projects and surveys, perform statistical analysis, evaluate results, and prepare reports for court administration and management;
- Perform specific tasks in the analysis of policies and practices; prepare reports and recommend alternatives for enhancing court operational efficiency; Coordinate the analysis and documentation of existing processes and systems for possible improvements and recommend new or revised systems as required;
- Assist in planning and implementation of specialty court programs; Plan and develop written policies and procedures for specialty court programs to support the accomplishment of goals and objectives of the program; Assist in the development of accurate data collection for specialty courts, and report trends related to specialty court success rates; Act as the liaison between specialty court team members and the court to convey relevant information and ensure effective collaboration. Respond to judicial requests for intervention in program matters; Periodically attend specialty court staffing for compliance with guidelines, policies and procedures, and grants;
- Produce quarterly and annual statistical and financial reports based on performance objectives and grant requisites; Maintain and report to court administration on judicial caseloads via automated reports;
- Participate in meetings and interview employees at all levels to analyze policies, work procedures, and operational methods for needs analysis; Participate in the planning, developing, scheduling, and facilitating of training for court employees to ensure data integrity is maintained; Conduct desk operational reviews of all court department operations to ensure compliance with state, court rules, and legislative mandates and make recommendations to enhance efficiency, accuracy, and effectiveness in coordination with the appropriate court management;
- Maintain and update court automated and manual resources that pertain to case management processing and administrative operations; Create and review court forms and forms used by outside agencies to ensure compliance with state statutes and rules;
- Provide technical assistance in designing processes for recording business activity and the implementation of new programs;
- Analyze filing trends for all case types and report to administration the budget impact of these trends; Assist in the analysis of Time Standard reports and assist court administration with ways to improve case processing time standards; Review data exception reports to spot errors or case management system delays in case processing; make recommendations to management on how to resolve delays.

Additional Duties:

- 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, Skills, and Abilities:

- 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;

- Knowledge of court business processes, data collection, and analysis.
- Must have proficient skills to operate a computer and work with Microsoft Office software including Outlook, Word, Excel spreadsheets, and electronic databases.
- Must have strong computer, analytical, presentation, organization, and time management skills;
- Must have the ability to communicate effectively, both verbally and in writing, with a diverse group of people.
- Must have the ability to work independently and under pressure.

Special Notice Items:

All positions require the satisfactory completion of a background investigation by law enforcement agencies, due to the need for access to law enforcement, corrections, detention, and court facilities or associated confidential or sensitive information, documents, communications systems, and like materials. Preference may be given to applicants who are Spanish speakers.

This job description may not be inclusive of all assigned duties and responsibilities. The court reserves the right to amend the duties and responsibilities at any time.

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 20 pounds or less.