



Judicial Council of Georgia
Administrative Office of the Courts
JOB ANNOUNCEMENT

**Data Analyst,
Information Technology**

Recruitment Period: Submit resume by **October 19, 2018**

Number of Positions: One (1) position

FLSA Status: Exempt

Salary: \$50,000.00 - \$60,000.00

Position Location: Fulton County, GA

Job Summary

The Juvenile Data Analyst will report directly to the JDEX Program Manager within the Information Technology Division. This position will serve as a resource collecting, analyzing and interpreting juvenile data from Juvenile Courts across Georgia. This position will work with internal and external partners to meet program goals; build ad hoc and specialized reports for Judicial Stakeholders; and provide data analytic expertise.

Job Responsibilities and Performance Standards:

- Analyze juvenile data, to include collecting and interpreting data using statistical techniques, methods and tools.
- Develop queries to analyze data gaps, locate duplicates data sets and improve data integrity.
- Create and present reports documenting results of data analysis to judicial stakeholders.
- Work as part of a team while under guidance of the JDEX Program Manager to improve and update data collection processes and additional JDEX related tasks.
- Communicate complex technical information and concepts in a business-friendly approach to address committee specific requests.
- Continuously evaluate current processes and procedures, presenting solutions and forecasting areas of concerns and opportunities for improvement.
- Maintain close working relationships with internal and external partners, responding to data and technical assistance requests and program recommendations.
- Support diverse communication methods including visualization, webinar (videos) and dashboards.

Core Competencies:

- Ability to collaborate across diverse groups of technical and non-technical individuals
- Ability to create engaging and interesting work products for use by staff, stakeholders, management and external justice partners.
- Capability to communicate, express ideas clearly and concisely, both orally and in writing.
- Knowledge and skills in written English communication.
- Ability to multitask and prioritize project requests.

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Minimum Requirements:

- Bachelor's Degree in Data Analytics, Computer Science, Information Technology, Data Science, Statistics or similar field and 1-year experience

OR

Associates Degree in Data Analytics, Computer Science, Information Technology, Statistics, Data Science or similar field and 4 years' experience

- Documented experience working in court system or judicial environment
- 2 or more years' experience developing and creating complex queries against Oracle database systems
- 1 or more years' experience of operating reporting tools: Jasper Reports
- 1 or more years' experience utilizing data visualization tools; Qlik

To apply:

Applicants must submit a resume to resume@georgiacourts.gov by close of business **10/19/2018**. This position is subject to close at any time once a satisfactory applicant pool has been established.

Subject line must include: Program Coordinator

Additional Information:

Due to the volume of applications received, we are unable to provide information on application status by phone or email. All qualified applicants will be considered, but may not necessarily receive an interview. Selected applicants will be contacted by the hiring manager to complete next steps in the hiring process.

The JC/AOC does not provide sponsorship for employment.

Applicants who require accommodations for the interview process should contact resume@georgiacourts.gov or call 404-463-0638. The JC/AOC will attempt to meet reasonable accommodation requests whenever possible.

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