

COURT ANALYST (CONFIDENTIAL)

DEFINITION

Under general direction, performs a wide variety of professional level administrative support duties involving budgets, policies, procedures, organization, planning, contracts, grants, facilities, systems, equipment, supplies, personnel, employer-employee relations and special projects. This position is designated as "at-will" and, as such, the incumbent serves at the pleasure of the Court Executive Officer.

DISTINGUISHING CHARACTERISTICS

This is an advanced journey-level position. The incumbent performs a wide variety of assignments, representing the Court independently within specific assignments, subject of general supervision, depending on the assignment. Typical assignment is either as a team leader or specialist and may be performed in administrative and/or the operational areas of the Court. Most duties and responsibilities are performed within established policies, procedures, standards, rules and laws. However, incumbent must have the ability to exercise independent judgment and problem-solve in the absence of easily applied rules. Errors in judgment or failure to complete assignments may result in serious delays and/or considerable expenditure of resources. This class may provide work direction to technical or clerical staff, or may provide work direction to subordinate administrative personnel, or may work independently. This class typically reports to the Assistant Court Executive Officer or designee.

ESSENTIAL FUNCTIONS AND DUTIES

The Court reserves the right to assign or reassign duties as required to achieve business and operational objectives. When assigned, all of the essential functions and duties listed below must be accomplished effectively, are standard, and may not be inclusive of all functions and duties that may be assigned. Essential functions and duties may include, but are not limited to, those listed below.

- Represents the Court on committees and task forces for the development, scheduling, implementation and monitoring of programs, projects and collaborative courts that impact several or all Court divisions/units, or that require coordination between the Court and other public and private entities.
- Plans, organizes and conducts process reengineering and/or management projects impacting the Court; strategic analysis of entire process or operating area where specific issues/items to be corrected, examined or recommended have not been identified; and recommend solutions in consultation with impacted internal and external stakeholders.
- Directs or participates in studies of new and existing programs and special projects to determine feasibility resolve problems including organizational, procedural, technical and fiscal research and analysis; develop policies and procedures to improve efficiency, cost-effectiveness and/or improve customer services; develops information system documentation to support efficient Court operations, prepares reports and writing findings and recommendations; and monitors changes.
- Researches and prepares narrative, graphical statistical reports using data from Court computer systems, internal surveys, data provided by outside organizations or other sources; determines analytical techniques and information gathering processes to obtain required information and data for analysis; and consolidates information in cohesive and understandable correspondence or written materials.
- Participates in the planning, organization and implementation of case management systems.
- Identified Court programs that can be enhanced by grant funding and prepares grant proposals; and monitors and manages grants and related contracts.
- Reviews existing and proposed local, State and Federal legislation for impact on the Court's activities; prepares analyses and monitors the effectiveness and results of new initiatives;

consults with internal stakeholders; develops recommendations; and prepares proposed changes.

- Responds to requests from the public and other governmental and private entities for organization, technical, operational and administrative information about the Court. .
- Participates in the personnel and labor relations activities of the Court, including negotiations, grievances and other personnel actions.
- Communicates clearly, concisely and effectively, orally and in writing.
- Maintains the confidentiality of Court information.
- Establishes and maintains effective working relationships with Court staff and others encountered during the course of work.
- Travel between Court facilities as necessary to carry out duties.
- Performs other duties as assigned.

EMPLOYMENT STANDARDS

Minimum Qualifications

To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge and abilities. A desirable combination is:

Either I

Education: Bachelor's degree from an accredited college or university with major coursework in business, public administration or a related field.

AND

Experience: Three (3) years of professional administrative experience in one (1) or more operational and/or administrative areas such as fiscal, auditing, information systems, contracts/purchasing, facilities or human resources.

Substitution: Four (4) years of additional professional administrative experience in one (1) or more operational and/or administrative areas such as fiscal, auditing, information systems, contracts/purchasing, facilities or human resources may be substituted for the bachelor's degree.

Or II

Education: Bachelor's degree from an accredited college or university with major coursework in business, public administration or a related field.

AND

Experience: Three (3) years of progressively responsible experience in a trial court or government agency performing work equivalent to a court clerk, court clerk (lead), supervisor, administrative assistant or analyst which would have developed the knowledge and abilities required for this position.

Substitution: Four (4) years of additional progressively responsible experience in a trial court or government agency performing work equivalent to a court clerk, court clerk (lead), supervisor, administrative assistant or analyst which would have developed the knowledge and abilities required for this position may be substituted for the bachelor's degree.

Desirable Qualifications

Experience with a public agency or court.

Knowledge and Abilities

Knowledge of:

- Principles, methods and techniques.
- Basic accounting principles and practices.
- Basic financial, statistical and comparative analysis techniques and formulae.
- Public administration principles and practices.
- Methods of report preparation.
- Correct English use, punctuation, spelling and grammar.
- Personal computers and business computer applications, particularly spreadsheet and word processing software.

Ability to:

- Accurately collect, prepare, calculate, record and reconcile statistical, financial and informational data.
- Research, interpret, explain and apply applicable policies, procedures, guides, rules and statutes.
- Evaluate alternatives and recommendations in the absence of easily applied rules.
- Analyze administrative, operational and organizational problems, evaluate alternatives, draw logical conclusions, resolve discrepancies and make sound decisions.
- Secure and/or provide information to clarify situations, resolve problems and negotiate services, contracts and/or agreements.
- Proofread and edit.
- Collect, evaluate and interpret varied information and data, either in statistical or narrative form.
- Coordinate and manage multiple projects.
- Organize and prioritize workload efficiently to meet all deadlines under changing conditions.
- Prepare clear, concise and complete reports and other written materials.
- Maintain confidentiality of information.
- Operate modern office equipment and personal computers, and use specified computer software and databases, with emphasis on financial and accounting applications.
- Exercise discretion, good judgement and awareness of political/employee relations and impact of decisions and actions.
- Establish and maintain effective working relationships with all those encountered in the course of work.

Other Requirements

- Possession of a valid driver's license may be required depending on the position or the ability to provide alternate methods of transportation that meet job requirements.
- Candidates are required to pass a fingerprint clearance by the Federal Bureau of Investigation (FBI) and Department of Justice (DOJ). Convictions, depending on the type, number and date, may be disqualifying.
- All Court employees must take the Oath of Allegiance.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands and work environment characteristics described here are representative of those that must be met by an incumbent to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Requirements: Strength, dexterity, coordination and vision to use a keyboard and monitor; hearing to communicate with the public and Court staff; ability to sit for extended periods of time; walk or otherwise move within the Court facilities; reach with hands and arms; vision to read and write material; sufficient strength to lift, carry, push or pull materials weighing up to 25 pounds; lifting position may be from floor to waist, and/or from the waist to an overhead position; to stoop, kneel, squat and crouch to pick-up or move objects, office equipment and records; speak clearly on the telephone and before groups.

Working Environment: Work is performed in an office environment with little exposure to outside temperatures or dirt and dust. The incumbent's working conditions are typically quiet, but may be loud at times at some locations. The noise level and traffic level in the work environment are similar to a busy office.

Normal business hours are 8:00 a.m. to 5:00 p.m., Monday through Friday. Work outside of these hours may be necessary in certain circumstances. This position is exempt from the provisions of the Fair Labor Standards Act and is not eligible for over-time.

NOTE: The statements herein are intended to describe the general nature and level of work being performed by individuals assigned to this job classification, and are not construed as an exhaustive list of responsibilities, duties and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.

Job Title	Court Analyst
Classification Status	PL
Representation Unit	None
FLSA Status	Exempt
Established	07/14
Revised	03/20
Previous Title	Administrative Analyst

General sign-off: I understand that I am expected to adhere to all Court policies and procedures. I have read and understand the explanation and description of this job classification. By signing below, I am declaring that I am able to meet the employment standards and perform the essential functions and duties of this classification with or without accommodation.

Signature _____

Date _____