

Florida State Courts System Class Specification

Class Title: Senior Court Analyst II

Class Code: 7105

[Pay Grade 25](#)

General Description

The essential function of the position within the organization is to lead in collecting, formatting, tabulating and analyzing information and statistical data for use in measuring the effectiveness of court programs and operations, and to prepare/develop reports, recommendations for improvements, new programs and training materials. The position is responsible for training and monitoring departmental personnel and/or performing research to collect data; analyzing information/data; preparing recommendations, reports and other informational documents; making presentations; developing computer programs and training materials; providing project support; and serving as an information resource and liaison. The position works independently, reporting major activities through periodic meetings.

Examples of Work Performed

(Note: The examples of work as listed in this class specification are not necessarily descriptive of any one position in the class. The omission of specific statements does not preclude management from assigning specific duties not listed herein if such duties are a logical assignment to the position.)

Performs analytical and statistical research to certify the need for additional judges for Chief Judge/Supreme Court; evaluates FY Summary Reporting System data to ensure accuracy for use in FY funding.

Conducts Summary Reporting System field audits to ensure compliance with statewide reporting requirements; performs preparatory work for audits and summarizes audit findings in preliminary and final audit reports; provides recommendations for corrective action and sets deadlines for submission of amended SRS data.

Develops and conducts training and provides technical assistance to Clerks of Court and their staff, judges and other trial court professionals on Florida's uniform case reporting system known as the Summary Reporting System; analyzes accuracy of SRS data in all divisions through filings, dispositions and jury trials.

Supervises departmental personnel, including training, assigning and evaluating work, counseling and recommending disciplinary action.

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Manages certified mediation training programs, including designing, implementing and teaching programs, such as mediation ethics or victim offender mediation; planning conferences for mediators and arbitrators; and responding to mediation inquiries.

Participates in special projects, such as performing caseload trend analyses, evaluating statewide judicial workload, writing articles, lecturing or performing research; collects, manages and publishes annual statewide statistics on ADR and assists with ADR policy development.

Coordinates, presents and/or responds to issues relating to such topics as restorative justice, VOM or diversity issues.

Performs administrative/clerical tasks such as preparing special reports documenting activities for the area of responsibility, authoring and managing content of the court web site, or researching federal grants.

Attends staff, committee and other professional meetings to exchange information; attends technical or professional workshops or seminars to improve professional skills; serves as staff to Mediation Ethics Advisory Committee.

Competencies

Data Responsibility:

Refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.

Synthesizes or integrates analysis of data or information to discover facts or develop knowledge or interpretations; modifies policies, procedures, or methodologies based on findings.

People Responsibility:

Refers to individuals who have contact with or are influenced by the position.

Supervises or directs others by determining or interpreting work procedures, assigning specific duties, maintaining harmonious relations, and promoting efficiency.

Assets Responsibility:

Refers to the responsibility for achieving economies or preventing loss within the organization.

Requires responsibility and opportunity for achieving moderate economies and/or preventing moderate losses through the management, handling or auditing of supplies of high value or moderate amounts of money.

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Mathematical Requirements:

Deals with quantities, magnitudes, and forms and their relationships and attributes by the use of numbers and symbols.

Uses practical application of fractions, percentages, ratios and proportions, measurements, or logarithms; may use algebraic solutions of equations and equalities, deductive geometry, and/or descriptive statistics; may use basic algebra calculating variables and formulas, and/or basic geometry, calculating plane and solid figures.

Communications Requirements:

Involves the ability to read, write, and speak.

Reads and interprets advanced professional materials; writes extremely complex reports and papers; speaks to high level professional groups.

Complexity of Work:

Addresses the analysis, initiative, ingenuity, creativity, and concentration required by the position and the presence of any unusual pressures.

Performs work involving the application of logical principles and thinking to solve practical problems within or applying to a unit or division of the organization; requires continuous, close attention for accurate results and frequent exposure to unusual pressure.

Impact of Decisions:

Refers to consequences such as damage to property, loss of data or property, exposure of the organization to legal liability, or injury or death to individuals.

Makes decisions with moderately serious impact - affects work unit and may affect other units or citizens.

Equipment Usage:

Refers to inanimate objects such as substances, materials, machines, tools, equipment, work aids, or products. A thing is tangible and has shape, form, and other physical characteristics.

Handles machines, tools, equipment, or work aids involving moderate latitude for judgment regarding attainment of standard or in selecting appropriate items, such as computers, peripherals, or software programs such as word processing, spreadsheets or custom applications.

Safety of Others:

Refers to the responsibility for other people's safety, either inherent in the job or to assure the safety of the general public.

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Requires some responsibility for safety and health of others and/or for occasional enforcement of the standards of public safety or health.

Education and Experience Guidelines

Education:

Refers to job specific training and education that is recommended for entry into the position. Additional relevant experience may substitute for the recommended educational level on a year-for-year basis.

Bachelor's degree in management information systems, statistics, the social sciences or a closely related field.

Experience:

Refers to the amount of related work experience that is recommended for entry into the position that would result in reasonable expectation that the person can perform the required tasks. Additional relevant education may substitute for the recommended experience on a year-for-year basis, excluding supervisory experience.

Four years of related experience, including extensive knowledge of the Florida Courts System.

Licenses, Certifications, and Registrations Required:

Refers to professional, state, or federal licenses, certifications, or registrations required to enter the position.

None