

Florida State Courts System Class Specification

Class Title: Senior Court Statistics Consultant

Class Code: 7260

[Pay Grade 31](#)

General Description

The essential function of the position within the organization is to manage operations of the Research and Data Unit of Court Services. The position is responsible for staff supervision; planning; training; administering budgets; developing forecasts of case filings and performing analysis of judicial workload for certification of new judgeships; developing and implementing data collection and analysis plans for funding methodologies; providing statistical, analytical and data support for committees; performing analysis for legislative bills, court programs and other court-related issues; and performing related administrative functions, including reporting. The position develops and implements programs within organizational policies; reports major activities to executive level administrators through conferences and reports.

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.)

Supervises staff, including selecting or recommending selection, training, assigning and evaluating work, counseling, disciplining, and terminating or recommending termination.

Develops forecasts of case filings using ARIMA Box-Jenkins and performs analysis of judicial workload for certification of new judgeships.

Provides statistical, analytical and data support and research for committees, including the DCA and Trial Court Performance and Accountability Committees, Senior Judge Committee, and Trial Court Budget Commission.

Performs analysis for legislative bills, court programs and other court-related issues; develops and implements data collection and analysis plans for funding methodologies.

Prepares outcome and output data for judicial branch performance measures by providing actual and forecasted statistics.

Coordinates completion of trial court and appellate certification packages and assists in development of the certification opinion by providing statistics.

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Develops, presents and defends budget requirements; oversees and approves departmental expenditures and prepares financial forms and reports.

Collaborates with senior management on development of policies and procedures to ensure efficient and economical departmental operations; evaluates results to ensure compliance and to identify deficiencies.

Designs and develops standardized reporting publications of court activities; responds to requests for information from external entities.

Consults and provides technical assistance in handling submission issues and regarding database needs; estimates missing filings, dispositions and jury trial data points using exponential smoothing.

Oversees administrative matters such as preparing routine or special reports, developing and administering training, preparing periodic employee performance evaluations, or providing for staff technical or professional growth.

Attends or conducts staff and other professional meetings and conferences to exchange information or represent the court; attends technical or professional seminars or conferences to improve professional skills.

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.

Conducts research to discover new methodologies or to find solutions for unresolved problems.

People Responsibility:

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

Negotiates or exchanges ideas, information, and opinions with others to formulate policies and programs, or arrive jointly at decisions, conclusions, or solutions.

Assets Responsibility:

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

Requires some responsibility for achieving minor economies and/or preventing minor losses through the handling of or accounting for materials, supplies, or small 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 advanced calculus working with limits, continuity, real number systems, or mean value theorems; modern algebra, including advanced operational methods; or statistical inference and econometrics.

Communications Requirements:

Involves the ability to read, write, and speak.

Reads and interprets highly complex professional materials involving abstract theories and concepts; writes for professional publications; develops and presents papers at professional conferences.

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 broad principles of professional management and leadership to solve new problems for which conventional solutions do not exist; requires sustained, intense concentration for accurate results and continuous 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 serious impact - affects most units in organization, and may affect citizens; probability of damage is likely.

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.

Leads or handles machines, tools, equipment or work aids involving moderate latitude for judgment regarding attainment of a 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.

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

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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.

Master's degree in statistics, economics 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.

Six years of related experience, including managerial or supervisory experience.

Licenses, Certifications, and Registrations Required:

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

None