

# **Florida State Courts System Class Specification**

**Class Title: Court Analyst**

**Class Code: 7101**

[Pay Grade 20](#)

## **General Description**

The essential function of the position within the organization is to collect, format, tabulate and analyze information and statistical data for use by management in measuring the effectiveness of court programs and operations and in preparing reports and recommendations for improvements. The position is responsible for performing research and analysis, preparing reports and other informational documents, providing project and training support, and serving as an information resource. The position works under general supervision according to some procedures; decides how and to complete tasks.

## **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.)

Collects, tabulates and formats information and statistical data; analyzes and provides information/data for use by management in measuring effectiveness of court programs and operations, and in preparing reports and recommendations for improvements.

Prepares reports for court programs, assists in development of training initiatives and departmental publications, and maintains accuracy of statistical databases and/or federal Dependency Grant database.

Collects, reviews, analyzes, audits and amends Summary Reporting System and Jury Management data reports submitted monthly by Florida Clerk of Court offices.

Interacts with court personnel to provide information and answer questions relating to areas of responsibility; contacts Clerks of Court offices to confirm accuracy of data for the Statistical Reference Guide.

Develops charts and templates and provides technical assistance to other analysts and consultants and to special projects, either individually or as a team member.

## **COURT ANALYST**

Works with staff on department projects and other requests by performing analytical and statistical research; provides statistical reports in responding to SRS or Jury Management data requests.

Creates statistical charts and graphs and develops and maintains spreadsheets of data; assists with development of data collection and validity assessment instruments, and participates in data testing.

Builds working relationships with professionals in other divisions of the OSCA, judicial stakeholders throughout the country and policy makers.

Serves as staff support for court committees; provides assistance to the Court Administrator in daily operations as directed.

## **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.

Coordinates or determines time, place, or sequence of operations or activities based on analysis of data and possibly executes determinations or reports on events.

### **People Responsibility:**

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

Provides assistance to coworkers to achieve task completion; may instruct or assign duties to coworkers.

### **Assets Responsibility:**

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

Requires minimum responsibility for only small quantities of low cost items or supplies where opportunities for achieving economies or preventing loss are negligible.

### **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.

## **COURT ANALYST**

### **Communications Requirements:**

Involves the ability to read, write, and speak.

Reads professional publications; composes complex reports; speaks formally to groups outside the organization.

### **Complexity of Work:**

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

Performs coordinating work involving guidelines and rules with constant problem solving; requires continuous, close attention for accurate results or 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 moderate impact - affects those in work unit.

### **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.

## **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 criminology or related social sciences, statistics, management information systems, 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.

Two years of related experience.

## **COURT ANALYST**

### **Licenses, Certifications, and Registrations Required:**

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

None