

Florida State Courts System Class Specification

Class Title: Data Quality Control Specialist

Class Code: 7005

[Pay Grade 16](#)

General Description

The essential function of the position within the organization is to provide basic technical and clerical support for the Court Services Research and Data Group. The position is responsible for monitoring and processing criminal transaction data, reviewing Court Services Data Warehouse system logs for error conditions, maintaining point-of-contact lists, and preparing and disseminating data quality reports to stakeholders and other interested parties. The position works under general supervision according to some procedures; decides how and when 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.)

Prepares criminal transaction data submissions for inclusion in the Court Services Data Warehouse in accordance with established time standards and policies.

Prepares and disseminates Uniform Data Reporting system data quality reports to designated parties, including Clerks of Court.

Identifies issues/problems that may occur during preparation of reports and implements corrections or notifies responsible individuals as appropriate.

Monitors routine submission of criminal transaction data for timeliness, quality and accuracy in support of applicable statutes via the Offender Based Transaction System (OBTS).

Monitors various system logs for the Court Services Data Warehouse for error conditions and makes corrections or notifies responsible individuals as appropriate in a timely and responsible manner.

Maintains and updates point-of-contact lists necessary to support the Research and Data Group's data efforts.

Disseminates the criminal transaction process summaries in accordance with established time standards.

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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.

Compiles, examines, or evaluates data or information and possibly recommends action based on results.

People Responsibility:

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

Provides assistance to people 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 addition, subtraction, multiplication, and division; may compute ratios, rates, and percents; 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 journals and manuals; composes specialized reports and business letters using proper format and grammar; speaks to groups of coworkers and people 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.

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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 minor impact - affects only those in immediate work area.

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 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.

Associate's degree or the equivalent of two years of college or vocational school education in law, management information systems, computer operations 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.

Two years of related experience.

Licenses, Certifications, and Registrations Required:

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

None