

# Florida State Courts System Class Specification

## Class Title: Senior Court Analyst I

Class Code: 7102

[Pay Grade 23](#)

### General Description

The essential function of the position within the organization is to collect, format, tabulate and analyze 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 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 information resource and liaison. The position works under general supervision independently developing work methods and sequences.

### 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; prepares written reports and makes presentations of recommendations on a variety of court management studies and projects, programs and operational improvements.

Processes submissions of various collection forms, develops computer programs to analyze data collected and responds to requests for information; develops access research tables and data entry screens; provides data and prepares statistical tables and graphs.

Performs desk audits and provides technical assistance to counties regarding Summary Reporting System and Due Process reporting requirements; develops Due Process reporting methods, auditing and collecting.

Assists with developing, analyzing statistical/textual contents, editing and publishing of the annual Statistical Reference Guide to Florida's Trial Courts; assists in development of statistical databases.

Liaises with Information Systems Services for DCA and Senior Judge data; develops procedures to analyze data and prepares comparative tables for Leave Liability Reports.

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Develops training initiatives and publications, such as videos, brochures or conference materials; develops and updates web sites.

Assists research consultant with data collection and analysis for court improvement initiatives.

Prepares comparative tables for issuing Quarterly Pending Caseload Report cut-over data for non-OBTS counties; collects Quarterly Pending Caseload Reports; develops reports for Due Process County Judge data and assists in sample selection for certification of Mediators.

Provides system enhancements, training and testing; reports results to program staff and project management, and assists with grant oversight and budget.

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

Performs administrative/clerical tasks such as researching federal grant opportunities, providing support for pro se litigants, or preparing periodic and special reports documenting activities for the area of responsibility.

Attends staff and other professional meetings to exchange information; attends technical or professional workshops or seminars 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.

Directs others in major events and reports on activities and 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.

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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.

### **Communications Requirements:**

Involves the ability to read, write, and speak.

Reads and interprets advanced professional materials; writes 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 principles of logical thinking, scientific or legal practice to diagnose or define problems, collect data and solve abstract problems with widespread unit or organization impact; 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 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.

### **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.

Bachelor's degree in statistics, 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.

Three 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