Florida State Courts System
Class Specification

Class Title: Court Statistician

Class Code: 7240

General Description

The essential function of the position within the organization is to manage and maintain statistical data. The position is responsible for creating research data sets of court-related data, preparing comparative reports to analyze data collected, developing computer programs, providing support for research and statistical programs, conducting research into court data systems, preparing statistical reports for supervisors and conducting training. 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.)

Creates research data sets of court-related data to support Statistics and Evaluation, and presents results of data management analyses.

Manages a court facility at multiple sites, including managing inventory control, scheduling courtrooms, visiting sites periodically, and scheduling routine equipment maintenance and repair.

Develops computer programs and prepares comparative reports to analyze data collected for due process and mediation issues.

Assists in forecasting of court filing data using Box-Jenkins ARIMA modeling.

Develops computer programs with validity testing and prepares reports for SRS data verification and the annual Statistical Reference Guide review using SAS software; prepares reports for clearance rate and jury management dashboards.

Conducts research into court data systems, SRS and OBTS, to identify inaccurate or erroneous data elements and initiate corrective action; applies statistical procedures and principles to conduct specialized statistical analyses.

Assists Statistics and Evaluation team with data analysis and data set creation as required; evaluates statistical requirements for projects and information requests, and makes recommendations to consultants and team leaders.

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Conducts SAS training within the Statistics and Evaluation team and assists data administration with updating SAS software within the Statistics and Evaluation team.

Gathers information/data to support periodic and special reports documenting activities for the area of responsibility.

Performs clerical tasks such as performing periodic physical inventories, maintaining records/files, or preparing memoranda, requisitions or work orders.

Attends staff meetings to exchange information and update supervisor; 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.

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.

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 responsibility and opportunity for achieving moderate economies and/or preventing moderate losses through the management or handling of inventory of high value or the providing of statistical data.

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 advanced professional materials; writes complex reports; speaks to high level professionals.

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.

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.

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.

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Bachelor's degree in statistics, management information systems, mathematics, business administration, 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