

# Florida State Courts System Class Specification

**Class Title: Court Statistics Consultant**

**Class Code: 7250**

[Pay Grade 29](#)

## **General Description**

The essential function of the position within the organization is to work independently in data collection and verification, organization, and statistical analysis used for formulating and improving court operations, programs and policy. The position is responsible for conducting and preparing detailed statistical analyses and projections of district, circuit, and county court caseload filings using current and complex computerized statistical modeling techniques. The position works under the limited supervision of the Director of Research, Planning, and Court Services.

## **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 analyses used for determining judicial certification recommendations and other statewide judicial staffing.

Presents qualitative and quantitative data using various software applications and provides specialized technical assistance to administrative and professional staff for ongoing statistical analyses, program evaluations, and data base development and management.

Establishes working relationships with justices, judges, court administrators, court personnel in Information Systems Services and the Justice Data Center, clerks of court, members and staff of the Florida Legislature, and other officials of the criminal justice system.

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.

## **COURT STATISTICS CONSULTANT**

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.

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.

## **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; changes policies, procedures, or methodologies based on new facts, knowledge, or interpretations.

### **People Responsibility:**

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

Counsels or instructs/trains others through explanation, demonstration and supervised practice or makes recommendations based on technical expertise.

### **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.

### **Mathematical Requirements:**

Deals with quantities, magnitudes, and forms and their relationships and attributes by the use of numbers and symbols.

## **COURT STATISTICS CONSULTANT**

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.

### **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 minor impact – may affect some units in organization, and may affect citizens.

### **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.

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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, economics, research methodology, mathematics 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.

Four years of related experience, including experience in applied statistical research or statistical analysis.

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

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

None