

# ARIZONA SUPERIOR COURT IN PIMA COUNTY

## Job Description

**Job Title:** Criminal Justice Research Analyst, Senior  
**Job Code:** 8032  
**Pay Grade:** 61  
**FLSA Status:** Exempt



### **PURPOSE OF CLASSIFICATION:**

Lead a criminal justice research staff in the design and implementation of large-scale research projects that evaluate the efficiency and effectiveness of court operations. Responsible for the completion of short-term projects and long-term, complex operational and system studies requiring a broad and thorough knowledge of the justice system, organization and operation.

### **ESSENTIAL FUNCTIONS:**

- Designs, develops and conducts comprehensive studies and research projects evaluating major programs and operations.
- Leads court-wide teams in the evaluation of existing court processes and the implementation of new operational procedures.
- Plans, designs, collects and analyzes court activity data for comprehensive statistical reports and studies.
- Prepares complex technical reports in support of analytical findings of special research projects and studies at the request of judges, judicial staff and court administration.
- Makes presentations of research project results to management, judicial and administrative staff.
- Collects and analyzes data to assess statutory compliance of the court.
- Plans, designs and develops programs using microcomputer software for modeling and forecasting.
- Develops and recommends detailed plans for improvement of major court operations.
- Researches complex and politically sensitive issues and makes recommendations to the appropriate personnel such as the presiding judge, division directors, elected officials, the county administrator, and/or external agencies.
- Develops recommendations regarding which computer hardware and software applications to use to support the efficiency and effectiveness of operations.
- Interacts with members of management regarding the state of operational procedures.

### **ADDITIONAL RESPONSIBILITIES/DUTIES**

- Participates and may lead project teams in the implementation of new software applications.
- Performs related projects and duties as assigned.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Must have knowledge of research and evaluation methodology and design, both quantitative and qualitative approaches, and legal terminology and procedures.
- Must have knowledge of statistical analysis as applied to research projects, measurement theory, data sampling, data collection techniques, regression and trend analysis as forecasting tools.
- Must have knowledge of criminology, community demographics, systems theory, and deterministic and stochastic modeling, civil and criminal justice systems, federal, state and local laws and rules.
- Must have knowledge of desktop computers and software associated with word processing, database management, email communications, power point presentations, and applications of management information systems.
- Must have skills in performing applied research, statistical analysis, data collection, design and use of various computer programs for statistical analysis, modeling and forecasting, and analyzing the efficiency of major operations.
- Must have skills to apply a variety of interviewing techniques to effectively elicit pertinent information, evaluates relevant information from multiple sources, recognize alternatives and reach independent conclusions based on fact and probability.
- Must have the ability to write recommendations and reports showing clearly organized thoughts and proper use of English sentence construction, punctuation, and grammar.
- Must have the ability to communicate effectively with a wide variety of employees including judges, judicial staff, court leadership and administration, vendors, and the general public.

**MINIMUM REQUIREMENTS:**

A Master's degree from an accredited college or university with a major in public or business administration or a related field and six years of experience in applied research, statistical or analytical work. Or a bachelor's degree from an accredited college or university with a major in public or business administration or a related field and eight years of experience in applied research, statistical or analytical work

**LICENSES AND CERTIFICATES:**

None required.

**PHYSICAL DEMANDS/WORKING CONDITIONS:**

Typically performs duties in an office environment and may lift materials and/or equipment 20 lbs or less.

**DISTINGUISHING CHARACTERISTICS:**

This is a classified position that reports to the Deputy Court Administrator. This position performs duties under general supervision and has supervisory responsibilities for a research staff.

Date: 07/19/98  
Revised: 03/01/05