

ARIZONA SUPERIOR COURT IN PIMA COUNTY

Job Description

Job Title: Research Analyst
Job Code: 8175
Pay Grade: 41
FLSA Status: Non-exempt



PURPOSE OF CLASSIFICATION:

Responsible for compiling, evaluating, recording, and distributing information, in statistical and report format, to management employees and the Administrative Office of the Court (AOC). The information collected and distributed is an account of the department's operations as mandated by AOC and Pima County Superior Court. The incumbent is responsible for data management and reporting on Adult Probation department activities that are maintained in APETS, a centralized database and Rolodex.

ESSENTIAL FUNCTIONS:

- Monitors the APETS database as various reporting functions input data on the operational activities of the Adult Probation Department (APD).
- Reviews data input into APETS from the reporting functions within APD and the Clerk's office to ensure the accuracy of data input.
- Serves as the focal point and contact person for APD management employees to request information (reports) regarding the statistical performance of probation department activities.
- Acts as the contact person for external agencies such as treatment centers, law enforcement agencies, Border Patrol and Federal Probation, who provide information to APD or who receive data from APD in report formats.
- Reviews the data received from external entities to ensure accuracy and adequacy for the reporting purposes of APD.
- Extracts statistical data from the probation department's APETS database using Microsoft Access and Crystal software report writers to create a variety of standard weekly and monthly reports. Uses the same resources when requested to create adhoc reports from internal and external (AOC) requests. Performs quality assurance checks on statistical data and report contents before the distribution of all reports.
- Maintains an electronic and hard copy file of reports that have been created and distributed and support data in accordance to record retention guidelines.
- Interacts with the Clerk of the Court personnel on a periodic basis to ensure links between the Clerk's office database and APETS are functional, new developments in the Clerk's database will be compatible with APD data requirements, and Clerk identification numbers are accurate.

- Attends and participates in work groups, task forces, and designated committees as a representative of the Adult Probation Department Business Office, when requested.
- Performs periodic audits on the statistical data in APETS, Rolodex, information submitted from external agencies and the process of entering data by APD employees in support of the integrity of the information provided by the Business Office, Research and Evaluation.
- Acts in a help desk capacity for APD management employees to contact for statistical data or report explanations and provides trouble-shooting support to APETS and Rolodex system users.

ADDITIONAL RESPONSIBILITIES/ DUTIES:

- Develops special reports, charts or graphs of department activity, with short lead times, at the request of APD management employees, AOC, external agencies or court administration.
- Assists with the compilation and display of statistical information for the APD Annual Report.
- Contacts other departments within APD to insure the reports being delivered to them by the Business Office are still a necessity and meet their requirements.
- Assists other department coworkers such as documenting DNA testing procedures in support of the DNA program.
- Maintains a record of critical contact persons internally and externally who provide necessary statistical data to APD and who request data from APD.
- Perform other related tasks and projects as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Must have a working knowledge of Microsoft Access report building protocols.
- Must have the knowledge of working with large databases containing statistical information.
- Must have the knowledge of Microsoft Office software and windows based applications.
- Must have the skills to perform a variety of duties simultaneously under limited supervision.
- Must have strong analytical skills.
- Must have the ability to learn new report writing software and determine how to apply it to reporting requirements.
- Must have the ability to communicate effectively with court staff at all levels of Superior Court.

MINIMUM REQUIREMENTS:

A High School diploma or equivalent G.E.D. certificate and three years experience in a clerical, data entry, and/or administrative position providing support in public/business administration, in business research/ analysis, statistical/technical data reporting, or similar responsibilities in a public, criminal justice or social services environment. OR any equivalent combination of experience, training, and/or education approved by Human Resources.

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 Supervisor, Business Systems. The incumbent performs duties under general supervision and has no supervisory responsibilities.

Date: 07/1994
Revised: 10/15/03