

SENIOR COURT ANALYST II 7105

Distinguishing Characteristics of Work

This is responsible professional work performing complex analytical and statistical research, preparing detailed written reports, and making formal presentations of recommendations on a variety of court management studies and projects. An employee assigned to a position in this class is responsible for research techniques and design, data collecting and selecting the methods of data collection and presentation. Recommendations may include an evaluation of existing court programs and making proposals for improving court management and the delivery of court services. A Senior Court Analyst II may also act as a project leader in developing and implementing new court programs, and providing technical assistance to the district and circuit courts. Program responsibilities may include, but are not limited to, jury management, case management, sentencing guidelines, judicial certification, court reporter certification, alternative dispute resolution, and interpreter certification. A Senior Court Analyst II also provides professional support to judicial committees, commissions, councils, and boards. Working relationships are established with justices, judges, court administrators, clerks of court, a variety of professionals serving judicial commissions, and other officers of the judicial and criminal justice system. Work is performed under the general supervision of the Director of Research, Planning, and Court Services, a Court Program Manager, or a Court Administrator.

Education and Experience Guidelines

Graduation from an accredited four year college or university with major course work in judicial administration, public administration, criminology, research design, statistics, systems analysis, political science, or a related social science, and four years of professional experience in judicial administration, research and analysis, or program administration and evaluation.

A master's degree in an area cited above may substitute for two years of the recommended experience.

Knowledge, Skills, and Abilities

Knowledge of the Florida State Courts System including court procedure and rules, court organization, operations, functions and jurisdiction. Knowledge of the principles and practices of public and court administration. Knowledge of, and ability to apply, modern research techniques and project planning. Knowledge of and ability to apply modern methods of data collection, analysis and presentation. Ability to conduct and present detailed and complex statistical analyses. Ability to organize, maintain, and update a variety of detailed and complex records. Ability to communicate clearly, concisely, and logically. Ability to supervise clerical employees. Ability to act as project leader. Ability to operate a personal computer and software programs such as quattropro, D-Base, and other sophisticated software for court programs and analyses.

Effective: June 1, 1991