



Harris County Office of Court Management Career Opportunity

Instructions: To apply for this position, please email a copy of your resume, cover letter, and any work product or portfolio materials you would like to share, to careers@ccl.hctx.net.

This position will remain open until further notice.

Position Title: Research Analyst

Position Description

Purpose:

The purpose of the Research Analyst is to understand data structures and databases within the Harris County justice environment, and use these systems to initiate, receive, and otherwise manage research projects relating to courts and justice activity. This person will interface with internal teams and data systems, other county departments, state agencies, and representatives from academic institutions and the public. The Research Analyst will help the courts understand data for research-based decision making. This person will maintain an awareness of historical and emerging trends in the research of justice and justice analytics, as well as current and future trends in research technologies and methodologies. This position is part of the Office of Court Management Research & Analytics Division, which is dedicated to the management of a SQL-based business-intelligence platform and justice data warehouse.

Duties, Functions and Responsibilities:

- Schedule and lead functional meetings with appropriate individuals to gather information for research projects
- Coordinate research, planning, design, and methodology for research projects
- Write programs to access required databases to obtain data for analysis
- Conduct analysis of court programs and court performance standards
- Research current published articles that address court performance and court trends
- Work with multiple departments to obtain data required for analysis
- Assist in third-party analysis by providing requested data and/or summarized reports
- Maintain a strong understanding of court caseloads, processes, and data for analysis purposes
- Create and manage reports and analysis' for usage related to internal reporting and interdepartmental projects, as well as public-facing outlets
- Provide analysis for legislative questions and proposals

Knowledge, Skills and Abilities:

To perform the essential functions of this position successfully, an incumbent should demonstrate the following competencies:

- Strong communication skills are important for this role; this includes the ability to communicate effectively with the Research & Analytics team, judges, various levels of management, and with other departmental project teams.
- A tenacious enthusiasm for data and statistics-based research projects
- Knowledge of statistical methodology
- Experience with data analysis for the purposes of reporting and problem solving
- Proficiency with analytical software such as: SAS, SPSS, Microsoft SQL Server Suite (TSQL, SSRS,SSAS), R, or comparable platforms.
- Ability to schedule, organize, prioritize, and coordinate multiple work activities and meet deadlines

- Ability to establish and maintain good working relationships with other employees and the public

Minimum Qualifications:

- Bachelor's Degree in Criminal Justice or Public/Business Administration, Social Sciences or related field with a minimum of four (4) years of experience in a research field **or**
- Master's Degree in Criminal Justice or Public/Business Administration, Social Sciences or related field

Licenses and Certifications Required:

- None

This description is intended to indicate the kinds of tasks and levels of work difficulty required of the position. It is not intended to limit or in any way modify the right of management to assign, direct and control the work of employees under their supervision. The listing of duties and responsibilities shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.