



# Harris County Office of Court Management Career Opportunity

**Instructions:** To apply for this position, please email a cover letter with a copy of your CV/resume to [careers@ccl.hctx.net](mailto:careers@ccl.hctx.net). In addition to the cover letter and CV/resume, you are welcome to attach additional work products, publications, or portfolio materials that you would like to share.

This position will remain open until further notice.

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**Position Title:** Researcher/Research Analyst

## Position Description

### Purpose:

The Researcher/Research Analyst's purpose is to help the court staff understand data for evidence-based decision making. The Research Analyst manages research projects relating to courts and justice activity. This person will conduct and interpret data analysis to help legal decision-makers better understand what is happening within the functioning court system. This position is part of the Office of Court Management Research & Analytics Division. As a member of the court staff, the Research Analyst will engage with internal teams and data systems, other county departments, state agencies, representatives from academic institutions, and the public. Competency in the understanding of research methods is expected. Field experience in a professional criminal justice-focused role (outside of academics) will be viewed as an asset to the candidate's application.

### Duties, Functions and Responsibilities:

- Coordinate and plan research designs and methodology applications for research projects
- Interact with data systems and databases from within the Harris County justice environment
- Conduct data analysis and provide interpretation of results to increase understanding of what is happening within the functioning court system
- Write reports, conduct literature reviews, and create presentations for internal review, interdepartmental projects, and public-facing outlets
- Review external reports, articles, and media publications for substance and application to court-based systems
- Maintain a strong understanding of court caseloads, processes, and data for analysis purposes
- 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

## **Knowledge, Skills and Abilities:**

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

- Strong oral and written 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.
- Capability to interpret and connect the data and its analysis to the real-world situations applicable to the criminal justice system
- Self-initiative and desire to design relevant research projects
- Knowledge of statistical methodology
- Experience with data analysis for the purposes of reporting and problem solving
- Proficiency with analytical software (Examples could include: Excel, SAS, SPSS, Microsoft SQL Server Suite (TSQL, SSRS, SSAS), R, or comparable platforms.)
- Experience with organizing and coordinating multiple work activities
- The ability to be objective when reviewing reports and conducting data analysis

## **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**
- Advanced Degree in Criminal Justice or Public/Business Administration, Social Sciences or related field such as:
  - Master degree in related field
  - Doctoral Degree in related field

*Candidates with advanced degrees and field experience will be favored candidates.  
ABD students are encouraged to apply.*

## **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.