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Data Standards Analyst VI (Job 2474)

Department: Court Services

Location: Phoenix, AZ

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JOB TITLE:

Data Standards Analyst VI

JOB #:

2474

DIVISION:

Court Services

HIRING SALARY:

\$57,810.00 annualized

FIRST REVIEW DATE:

January 24, 2022

CLOSING DATE:

All positions are open until filled.

POSITION SUMMARY:

This position is primarily responsible for monitoring, documenting, and sharing requested and approved data elements and their format for AJACS and non-statewide case management systems in Arizona courts. The incumbent will facilitate the process of adding, editing and end dating the codes and descriptions of standardized critical data elements required for existing and future integration projects involving courts and other agencies.

This position will follow established procedures to ensure that codes are activated, edited, and deactivated in accordance with statute, rule, administrative order, and local ordinances; collaborate with IT to maintain established quality assurance procedures; assist the data standards steering committee and workgroup with research related to the standardization of business practices and codes; coordinate efforts with existing case management system work groups; establish procedures for tracking and resolving business practice standardization issues; work to coordinate the interpretation of statute, rule, administrative orders, and local ordinance, and train end users in proper code usage.

This position may be eligible for a hybrid-telework schedule once the employee has completed six (6) months of employment and has sufficiently proved their ability to perform assigned tasks.

MINIMUM REQUIREMENTS:

The successful candidate must have a bachelor's degree and four years of related experience or the equivalent. Excellent working knowledge of court procedures, court rules and Arizona statutes, and excellent oral and written communications skills including writing user manuals and facilitating live or virtual training sessions and committee meetings. This position also requires the ability to analyze data and court business processes, translate business needs, multitask, and prioritize activities and time to achieve deadlines, provide consistent and effective communication with judges, court administrators, clerks of court and other system users including facilitation of meetings and carrying out actions recommended by the Data Standards Steering Committee. Additionally, the ability to research statutes, rules, and administrative orders to ensure development is in compliance, work with internal and external professionals, provide highly responsible work performed independently with minimal supervision, and the ability to use test tracking software, including set up, prioritization, organization, and report creation.

SELECTION PROCESS:

Applicants must be currently authorized to work in the United States on a full-time basis. Some positions may take 4-6 weeks to fill. Only applicants whose backgrounds most closely meet the needs of the position may be invited to interview. Requests for a special accommodation to participate in the interview process should be made at the time you are contacted to schedule an interview. The Selection Process may include first and/or second round panel interviews. This is a Regular, Full-time, Exempt position.

The Arizona Supreme Court is an EOE/ADA Reasonable Accommodation Employer

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