



ADMINISTRATIVE OFFICE
of PENNSYLVANIA COURTS

Position:	Court Statistics Analyst	Starting Salary Range:	\$55,423 - \$65,705
Position ID #:	22-31	Location:	Harrisburg
Organization:	AOPC	Category:	Professional
Department:	Research and Statistics	Posting Date:	05/20/22

Remarks: Starting salary will vary depending upon the qualifications and employment history of the selected candidate.

Description:

This is a professional research position involving the collection and statistical analysis of court-related data. Responsibilities include the collection and verification of caseload data from automated sources and manual reports, training and education of data reporters, the preparation of quantitative and qualitative topical studies, and communication of findings in written, oral, and data visualization formats.

Typical Duties:

- Collects caseload and other court statistics from county data reporters and AOPC automated systems. Advises and trains county data reporters on uniform reporting practices, procedures, and data definitions.
- Assists in the design and publication of court statistical reports in print and electronic formats.
- Verifies court statistics through systematic error checks, comparative analysis, and qualitative inquiry.
- Researches and analyzes committee/work group questions, including development of reports, presentation materials, and notes/memoranda.
- Completes quantitative and qualitative studies, including developing and testing data collection instruments, formatting datasets, statistical analyses, and survey methodologies.
- Creates data visualizations.
- Develops reports using an array of software packages, including Microsoft Office Suite, SPSS, and Tableau.
- Responds to statistical and research inquiries from internal and external requestors.
- Attends and participates as a presenter in state and national professional conferences to support professional development and build and maintain professional networks.

Minimum Qualifications:

- A Bachelor's degree with major course work in data science and statistics; AND
- Two years of experience in the field of statistics, professional research, or data analysis.
- An equivalent combination of education, experience, and / or training may be considered.

Additional Requirements / Preferences:

- Master's degree in Data Science, Statistics, Public Administration, or closely related field preferred.
- Proficiency with Microsoft Office applications required.
- Working knowledge of SPSS and Tableau preferred.
- Satisfactory criminal background check required.

How to Apply:

Apply online at www.pacourts.us/judicial-administration/human-resources/job-openings/.

AOPC - Human Resources
PO Box 61260
Harrisburg, Pennsylvania 17106-1260

Unified Judicial System Hiring Policy

The Unified Judicial System of Pennsylvania recruits, employs, and promotes the most qualified applicants without regard to their political affiliation, race, color, age, national origin, sex, sexual orientation, gender identity or expression, religion, disability, or other non-merit facts or considerations. Reasonable accommodations will be provided to applicants with disabilities as may be necessary to ensure that all applicants are given a fair and equal opportunity to compete for all employment positions. Applicants who need accommodation for an interview should request so in advance. UJS hiring and employment policies and procedures are intended to conform to all applicable state and federal laws governing fair and nondiscriminatory hiring and employment practices and are subject to change as necessary to remain in compliance with such laws.