

**Circuit Court for Howard County
Position Announcement**

Job Title: Court Researcher

Position Type: Regular Full Time, Grant Funded

Opening Date: May 10, 2017

**Closing Date: Open until filled,
First review, May 24, 2017**

Grade/Salary Range: I \$48,048.00 - \$52,624.00

Starting salary commensurate with education and experience.

The primary work of the Court Researcher is to provide research and enhancement services to the Circuit Court. The Researcher performs professional level work by developing and analyzing data and reports that accurately measure the Court's policies and programs.

Essential Functions:

- Work with judges, court managers and staff to compile data and produce reports that will accurately measure the court's policies and programs.
- Assist in the completion of regular court reports, such as the Annual Caseflow Assessment, Family Services Report and Annual State of the Court Report.
- Assist with program evaluations and analyze workload demands.
- Implement CourTools analysis of the Court's caseload.
- Review and improve data reliability.
- Collaborate with the Judiciary's Court Operations Dept. in the collection and analysis of statewide data.
- Conduct research related to data collection and reporting in the court case management systems.
- Gather statistics and provide explanations on court programs for judges, court staff, other court and government officials, as well as the media and general public.
- Work independently and as part of a team on specialized projects.
- Work as a liaison to the Administrative Office of the Courts on court performance measures.
- Attend meetings and work offsite in support of Judiciary-wide initiatives.

Knowledge, Skills and Abilities:

- Ability to conduct statistical analysis of data; analytical skills.
- Ability to perform statistical analyses using software packages.
- Knowledge of court processes, procedures and practices.
- Ability to convey complex data arrangements in a straight-forward and meaningful way using charts, graphs, and narrative explanations.
- Writing skills which include drafting, editing and formatting of reports; technical writing ability, and ability to translate and articulate policy and procedures.
- Ability to work on several projects simultaneously.
- Knowledge of database development, online survey software, Windows operating systems and Microsoft applications.
- Ability to ensure the accuracy, validity, and reliability of data from source systems to the point of reporting.
- Ability to effectively collaborate and communicate with a wide variety of people

Experience: Bachelors' degree required. Minimum three (3) years of related work experience which includes statistical research and methodology. Master's degree in social science research, public policy, judicial administration or related field may substitute for one year or work experience.

Please submit a resume, salary history and references (e-mail preferred) stating the position title by 11:59 pm of the closing date to:

Deidre Barksdale
Circuit Court for Howard County
8360 Court Avenue
Ellicott City, MD 21043
dbarksdale@howardcountymd.gov

The Circuit Court for Howard County is a drug-free workplace and an equal opportunity employer and values diversity in the workplace. We do not discriminate on the basis of race, religion, color, sex, age, sexual orientation, national origin or disability. Applicants who need accommodation for an interview may request such assistance in advance of an interview. The candidate selected for this position will be subject to a background check and must be a US citizen or eligible to work in the US. A criminal background check will be done prior to hiring of individual.