



Job Announcement

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Revised Posting; Position changed from temporary status to regular status. Applicants who applied to the Temporary Researcher position, PIN #826025 do not need to reapply. These applicants will be considered.

Opening Date:	October 30, 2009	Closing Date:	Open until filled
Job Title:	Researcher	Position Type:	Regular
PIN:	086622	FLSA Status:	Exempt
Location:	Administrative Office of the Courts Court Research and Development Dept. Annapolis, Maryland	Grade/Entry Salary:	J15 \$48,890 - \$58,594 (Depending on Qualifications)
		Financial Disclosure:	Yes

Essential Functions: Position compiles and interprets statistical data for the preparation of the Judiciary Annual Statistical Abstract and other summary reports. Performs statistical analyses on court workload for all four court levels, analyzes court statistics for anomalies, and performs trend analyses. Assist the administration in judicial and non-judicial staffing needs, budget preparation and judicial planning, monitors adherence to prescribed workload and performance and time standards in the courts. Assists with statistical audits to ensure accurate reporting of data. Recommends solutions for improvement, provides technical advice on a wide variety of projects, designs and implements statistical/analytical programs and projects, and provides written status reports. Researches a wide variety of topics in court administration, judicial planning, case management of court workload and court statistics. Provides oversight on projects done under contract with vendors and works on special projects upon request. Statewide travel is required.

Education: Bachelor's Degree in Statistics, Applied Mathematics, Business or Public Administration or related field from an accredited college or university.

Experience: Five years of professional experience in statistical analysis/research.

Note: Master's Degree in Statistics, Applied Mathematics, Research, Business or Public Administration may be substituted for two years of the required experience.

Preferred: Masters degree in research or the social sciences. Experience in managing complex research projects. Experience or knowledge in local and state government as well as the Judicial organization process.

Skills/Abilities: Working knowledge of statistical software programs and experience in database design and management. Ability to communicate effectively, to work independently and in a team setting, and have excellent interpersonal skills. Thorough understanding of methods, research nomenclature, and professional norms associated with quantitative and qualitative analysis. Ability to organize, direct, monitor, and communicate with researchers in various settings. Ability to develop templates or macros in Excel for non-statisticians, manage multiple projects simultaneously, demonstrate a pragmatic sense of how to arrive at the best solutions. Ability to travel statewide. Ability to perform all essential functions of the position.

Please submit a Maryland Judiciary employment application (unsigned applications will not be accepted) or resume and cover letter stating position title. Materials must be received at the address below by 5:00 p.m. on the closing date. The Human Resources Department does not accept faxes and will not be responsible for materials sent to any other address.

Maryland Judiciary
Human Resources Department
580 Taylor Ave., Bldg. A-1
Annapolis, MD 21401
Email: jobs@mdcourts.gov (Zip files not accepted)

The Maryland Judiciary is a drug free workplace and an equal opportunity employer, committed to 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 should request this in advance. The candidate selected for this position will be subject to a background check. Employees must be United States citizens or eligible to work in the United States.