JUDICIAL DATA ANALYST

JOB CODE: 22040	PAY GRADE: 15	PAY RANGE: $47,663 -$76,262

GENERAL DESCRIPTION

Under the general direction of the Lieutenant, the Judicial Data Analyst is responsible for collecting, analyzing and reporting accurate statistical data to be used by the Sheriff's Administration as well as other components of the agency to manage agency resources, respond to surveys, internal/external requests and to identify statistical trends. Due to the varied and important nature of projects and programs initiated or assigned, the member is required to work with a high degree of accuracy and independent judgment. Work is reviewed through observation and results obtained.

SUPERVISES OTHERS: No

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- Conducts in-depth research, analysis, design and development of criminal justice projects and programs for the Sheriff's Office
- Researches new programs, processes or technologies, providing accurate reports and/or presentations and sets forth recommendations
- Analyzes criminal information and GPS tracking patterns utilizing ATTENTI and ODYSSEY
- Prepares and maintains accurate daily, weekly, monthly, quarterly and yearly statistical data for dissemination and archiving
- Uploads and maintains data into Sharepoint and other relevant locations
- Completes surveys and annual reports for the State of Florida Office of Program Policy Analysis & Government Accountability (OPPAGA) and Department of Justice (DOJ)
- Compiles, maintains and reports complex statistical data
- Prepares data for processing by organizing information, checking for any inaccuracies or redundant data, and adjusting and weighting the raw data
- Serves as a liaison for records requests to law enforcement agencies and all judicial stakeholders
- Develops automated reporting improvements for all aspects of offender population data

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- Monitors, reports and predicts trends for all Court Supervision pre-arrest, pre-trial and sentenced programs
- Prepares oral briefings, written reports, and graphical depictions showing population patterns and provides interpretation utilizing EXCEL and Power Point
- Maintains current data on cost savings in lieu of incarceration
- Analyzes historical GPS footprint data to predict offender movement patterns
- Supports and assists investigative components with complex criminal investigations by conducting extensive background investigations on violating or absconded subjects
- Assists in locating offenders by generating BOLOS, Bulletins, Affidavits of Violation, Capias and Personal Data Information Sheets, etc.
- Assist in the training of personnel regarding analyst duties and responsibilities
- Regular and reliable attendance is required as an essential function of the position
- This position may be considered essential and, in the event of an emergency or natural disaster, may be required to report to work
- Participates in Sheriff's Office recruitment and community relations activities as directed
- This list is not intended to be all-inclusive and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary

QUALIFICATIONS

- Graduation from an accredited college or university with an Associate Degree in Business Administration, Public Administration or related field
- Two (2) years' experience with offender information gathering, data analysis, and detailed reporting
- Or equivalent combination of education and experience
- Completion of college level Excel course preferred, but not required
- Must possess a valid Florida driver's license

KNOWLEDGE, SKILLS, AND ABILITIES

- Ability to apply statistical techniques to large amounts of data and interpret the analysis correctly
- Ability to use a wide range of methods, such as forecasting, data mining, and statistical analysis, to examine and interpret data
- Ability to present clear and concise written and oral reports with excellent communication and interpersonal skills for statistical reporting, presentations, meetings

and documentation

- Ability to apply project management skills to chart and monitor progress on assigned projects
- Ability to extract relevant data from various sources to create reports
- Adept in the use of related software for use in word processing, graphics, and spreadsheets
- Knowledge of the principles, practices and techniques of analysis and information gathering from numerous data sources
- Knowledge of statistical methods, techniques and research methodology used in data collection and report presentation
- Detail orientated and critical thinking skills
- Ability to use a variety of computer equipment and software unique to the job responsibilities and operational requirements
- Ability to perform all functions of the job classification without posing a direct threat to the health or safety of other individuals in the workplace

PHYSICAL ABILITIES

The physical abilities listed below are estimates of time spent during a typical work day to perform essential functions and responsibilities. Members in this position may be required to:

- Sit up to 8 hours per day
- Stand up 1 hour per day
- Walk up to 1 hour per day
- Drive up to 1 hour per day
- Occasionally lift up to 10 lbs.
- Occasionally bend, squat, reach, kneel and twist

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