

SENIOR COURT SERVICES ANALYST

DEFINITION

Under direction, provides lead direction and work review to assigned staff, serves as a consultant, and/or performs and coordinates specialized work in court operations, administration, and management; performs related work as assigned.

CLASS CHARACTERISTICS

This is the lead and/or specialist level in the Court Services Analyst series. Incumbents may serve in a lead capacity and direct the work of assigned staff, and/or may serve as specialists who work independently and deal with the most complex and/or sensitive projects relating to the range of court operations, administration, and management. This class is distinguished from Supervising Court Services Analyst in that the latter is responsible for supervising court services staff, with effective authority for their selection, retention, and training and development and with responsibility for day-to-day supervision, evaluation, motivation, and discipline of employees.

EXAMPLES OF DUTIES (*illustrative only*)

- Provides lead direction, training, and work review; organizes and assigns work, sets priorities, and follows up to ensure coordination and completion of assigned work.
- Provides input into selection, evaluation, discipline, and other personnel matters.
- Provides and coordinates staff support to Judicial Council committees relative to projects such as trial court funding, court coordination, court profiles, judicial assignments, court reporting, court interpreters, court security, model classifications, and delay reduction.
- Researches complex topics and issues; prepares analytical reports with recommendations based upon the findings.
- Reviews and analyzes legislation for impact on the judiciary; writes issue memos and reports.
- Provides direct support and technical assistance through consultation with the trial courts.
- Develops and administers projects and grants.
- Compiles and calculates costs of projects or programs; prepares budgets.
- Prepares memoranda, correspondence, agendas, and brochures.
- Directs coordination of related training programs for courts and Judicial Council staff.

WORKING CONDITIONS

- Work occasional evening and weekend hours.
- May be required to travel statewide as necessary.

QUALIFICATIONS

Knowledge of:

- Basic supervisory principles and practices.
- Principles and practices of court management and operation.
- Principles and techniques of project management.
- Basic principles of budgeting, cost analysis, fiscal management, and financial analysis.
- Problem-solving and conflict resolution methods and techniques.
- Grant development and writing.
- The operation of personal computers and the use of specified computer applications, such as word processing and spreadsheets.
- Principles and techniques of preparing effective oral presentations.
- Principles and techniques of preparing a variety of effective written materials.

Ability to:

- Plan, direct, and review the work of others on a project or day-to-day basis.
- Use initiative and independent judgment within established procedural guidelines.
- Organize, prioritize, and coordinate multiple work activities and meet critical deadlines.
- Analyze, organize, and administer programs and projects.
- Gather data, analyze findings, reason logically, and prepare analytical reports and recommendations.
- Apply principles and practices of grant preparation and administration.
- Interpret, explain, and apply applicable laws, codes, and regulations.
- Operate personal computers and use specified computer applications, such as word processing and spreadsheets.
- Communicate effectively in English, orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of the work.
- Use tact and discretion in dealing with those contacted in the course of the work.

Licenses and Certificates:

None.

Education and Experience:

Equivalent to possession of a bachelor's degree, preferably with major course work in court, public, or business administration, and three years of professional analytical or managerial experience in court, governmental, or other organizational operations that has involved program analysis, development, and implementation, including one year of lead experience for those positions identified as lead.

Additional directly related experience may be substituted for the education on a year-for-year basis. Possession of a directly related postgraduate degree or certification from the Institute for Court Management (ICM) may be substituted for one of the three years of required experience.

OR

One year as a Court Services Analyst with the judicial branch.