

Grant Data Analyst Contractor

Recruitment Period: Open until filled.

Number of positions: One (1) contract position

Rate: \$25/hour

Position Location: Fulton County, GA / Contract

Job Description

This is a contract position subject to available funding and program need.

The Judicial Council/Administrative Office of the Courts seeks a Data Analyst to provide analytical support to the Judicial Council American Rescue Plan Act (ARPA) Grant Program. This program provides essential funds to courts across Georgia as they work to address backlogs of court cases, particularly cases involving serious violent felonies, caused by limitations on court operations during the pandemic.

The contractor will serve as an expert on statistical techniques used in deriving, analyzing, and interpreting data from courts, work with internal and external customers to inform program requirements, and stay current on relevant research methodology and findings. The contractor will demonstrate technical expertise in data collection, analysis, and reporting.

Scope of Work

1. Serve as data analyst for ARPA data projects, including collection, review, evaluation, and analysis by identifying data trends, irregularities, and possible changes in data reported from Georgia courts.
2. Regularly analyze data to evaluate the effectiveness of initiatives set forth by the Judicial Council ARPA Grant Program.
3. Regularly update and maintain grant software used for data collection and other strategies that optimize statistical efficiency and quality.
4. Collect, compile, and analyze data to identify underlying trends, irregularities, and possible changes in data reported from Georgia courts.
5. Work with the ARPA Grants Team to prioritize communication as it relates to ARPA-specific data analysis.
6. Produce written and oral reports documenting the results of data analysis and present to stakeholders using various presentation tools.
7. Maintain close working relationships with internal and external customers, responding to routine and special requests for data inquiries.
8. Regularly provide project status updates and check-ins with the ARPA Grants Team.

Minimum Skills, Training, and Experience

- Bachelor's degree in public administration, public policy, political science, statistics, judicial administration, criminal justice, or actively pursuing a degree in those fields of study.
- Experience with the following software: Microsoft 365 (including Microsoft Teams), Adobe Acrobat, Zoom.

Preferred Qualifications

- Master's degree in public administration, public policy, political science, statistics, judicial administration, criminal justice, or other similar field with major coursework in statistics and/or research methodology.
- Knowledge of general court processes and operations and/or experience with courts and/or court-related subject matter.
- Knowledge and use of grants management software.

Technical Competencies

- Knowledge of the basic concepts of project management and the ability to manage multiple projects simultaneously.
- Ability to collect, synthesize, and analyze a variety of data from multiple sources.
- Ability to review information, identify pertinent project areas for investigation, and make recommendations as part of a team.
- Ability to analyze current processes and procedures and make recommendations for improvement.
- Experience in report writing and training/briefing staff and elected officials.
- Ability to communicate and express ideas clearly and concisely, both orally and in writing.
- Ability to present research and evaluation in a variety of presentation formats, including in-person, written, and over the Internet.
- Ability to remain highly organized, detail-oriented, and motivated in a fluid work environment.
- Ability to work with a team of court and fiscal professionals.

To Apply: Send your resume and cover letter, in .pdf format, to resume@georgiacourts.gov.

Subject line must include: Grant Data Analyst (ARPA)

Additional Information: Due to the volume of applications received, we are unable to provide information on application status by phone or email. All qualified applicants will be considered but may not necessarily receive an interview.

Applicants who require accommodations for the interview process should contact resume@georgiacourts.gov or call 404-463-0638. The JC/AOC will attempt to meet reasonable accommodation requests whenever possible.