



VACANCY ANNOUNCEMENT

No. 2017-03

UNITED STATES PROBATION OFFICE WESTERN DISTRICT OF KENTUCKY

POSITION: Data Quality Analyst

SALARY RANGE: CL 25 – CL 26 (\$39,796 - \$71,247)
Depending on qualifications and experience

Promotion potential is possible within these ranges without further competition.

ISSUE DATE: May 1, 2017

CLOSING DATE: May 31, 2017

The U.S. Probation Office for the U.S. District Court, Western District of Kentucky, is accepting applications for the position of Data Quality Analyst. The United States Probation Office provides coverage for 53 counties in Western Kentucky. There are four (4) offices in the Western District of Kentucky (Louisville, Bowling Green, Owensboro, and Paducah, Kentucky). **This vacancy is contingent upon budget availability.**

The Data Quality Analyst assists in ensuring the integrity and efficiency of the court unit's case information by extracting and analyzing data from PACTS and making corrections. The incumbent will also supervise the daily operation of the Administrative Assistants.

Representative Duties

- Identifies PACTS data entry errors and data deficiencies to ensure data quality.
- Runs DSS reports to ensure data is correct and complete.
- Runs NPR extractions.
- Oversees data quality for the district.
- Works with users to explain the causes of errors and actions necessary to prevent reoccurrence.
- Makes recommendations to the Chief and Deputy in reference to data quality improvements.
- Develops and maintains procedures for data entry, as well as oversees staff training in PACTS data entry.
- Develops and revises procedures for data entry, and develops training for officers regarding effective data entry, error prevention, corrective procedures, and how to use the system to better manage their caseload. Primary trainer in agency on PACTS system. Conducts procedural training of support staff and officers.
- Corrects data entry errors.

- Supervises and works with the district's Probation/Pretrial Services Administrative Assistants in the performance of their duties to ensure the smooth operation of the agency's workload data collection and reporting procedures in PACTS (Probation/Pretrial Services Automated Case Tracking System).
- Oversees PACTS releases and reviews release notes.
- Participates in management meetings.
- Performs other duties as assigned.

Qualifications

To qualify for the position, an individual must have a high school diploma or equivalent, and have at least three (3) years of experience with at least one (1) year of progressively responsible clerical or administrative experience, equivalent to work at the CL 24, requiring the regular and recurring application of clerical procedures that demonstrate the ability to apply a body of rules, regulations, directives, or laws, and involve the routine use of specialized terminology and automated software and equipment for word processing, data entry or report generation. Candidate must possess excellent organizational and communication skills and the ability to meet tight deadlines. The successful candidate must be detail-oriented and have the ability to exercise initiative in handling assignments.

Preferred Requirements

Possess working knowledge of PACTS, the criminal justice system and U.S. Probation Office procedures.

Required Competencies (Knowledge, Skills, and Abilities)

Court Operations

- Advanced knowledge of the functions, processes and policies of the court unit applicable to maintaining accurate data. Excellent understanding of the data being reviewed and its applicability to case records. Understanding of the applicable *Federal Rules of Procedure* and how cases proceed through the court system. Knowledge of legal terminology. Ability to analyze information from databases to identify errors and deficiencies, and make corrections when necessary. Extensive knowledge of workload formula.

Judgment and Ethics

- Good Knowledge of and compliance with the *Code of Conduct for Judicial Employees* and court confidentiality requirements. Ability to consistently demonstrate sound ethics and judgment.

Written and Oral Communication/Interaction

- Ability to communicate orally and in writing. Ability to interact effectively and appropriately with the public, providing customer service while complying with regulations, rules, and procedures. Excellent ability to work independently as well as interact effectively with workgroups within the office. Excellent ability to follow detailed instructions and meet established deadlines and commitments.

Information Technology and Automation

- Advanced skill in the use of automated equipment including word processing and spreadsheet applications, requisite court computer programs, and related databases.

Primary Job Focus and Scope

The primary focus of the job is to ensure the quality of data entered into databases and to monitor the workflow through the court process. The incumbent's work affects the personnel of the court unit and the workload formula for the district. The automated system(s) regulates the paper flow through the court process. Errors slow the process. The incumbent ensures that erroneous information in the automated system(s) is corrected. The incumbent's work furthers the goals of the unit, by ensuring the quality of the information maintained in the court's automated system(s). Failure to identify and correct errors could damage the integrity of the court.

Complexity and Decision Making

The tasks of extracting and analyzing data are very complex. Data quality duties may take time to learn, while other duties are routine. Decisions are made based on well-defined policies, standards and procedures for data quality assurance.

Interactions with Judiciary Contacts

The primary judiciary contacts are court unit executives, probation officers, peers, staff at the Administrative Office, and staff of other courts for the purposes of providing quality assurance and answering procedural questions.

Interactions with External Contacts

The primary external contacts are the public for the purpose of answering inquiries concerning data assurance.

Work Environment and Physical Demands

Work is performed in an office setting. Some travel may be required to field offices in the district. Some lifting may be required.

General Information

- Applicants must be a United States Citizen or eligible to work for the United States Government. Appointment is contingent upon providing proof of U.S. Citizenship or proof of authorization to work in the United States.
- Background checks will be conducted on final candidates.

Application Procedures

Interested candidates should submit an application which includes a letter of interest and current, detailed resume along with an AO78 – Application for Judicial Branch Federal Employment (which can be found at www.kywp.uscourts.gov) by May 31, 2017, to:

U.S. Probation Office
Attn: Human Resources
400 Gene Snyder U.S. Courthouse
601 W. Broadway
Louisville, KY 40202-2277

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employment@kywp.uscourts.gov

Interviews Will Be Held On Thursday, June 22, 2017

NOTE: If you choose to submit your application electronically, please include all of the requested documents as one complete pdf attachment.

The U.S. Probation Office reserves the right to amend or withdraw any announcement without written notice to applicants.

This position is subject to mandatory Electronic Fund Transfer participation for payment of net pay.

The U.S. Probation Office for the Western District of Kentucky is an Equal Opportunity Employer.

All court employees are in the excepted service and are required to adhere to the Code of Conduct for Judicial Employees which is available for review upon request. Employees may be removed by the Court for unacceptable performance, misconduct, or other cause pursuant to 18 U.S.C. §3602(a).