

## ADMINISTRATIVE OFFICE OF THE COURTS

**POSITION ANNOUNCEMENT #23-191**

Location	Position Available	Salary Range	Internal Closing Date
Administrative Office of the Courts Concord, NH	Justice Data and Statistics Manager/Data Analyst	\$74,822 - \$110,097 Labor Grade: 45	Open until filled

The normal work day for Judicial Branch employees shall consist of 7.5 hours per day with work normally performed between the hours of 7:30 a.m. to 5:00 p.m. Monday through Friday; however, the normal work day may be adjusted based on the needs of the court location.

Employees hired for this position may be required to attend new employee orientation in Concord, NH prior to beginning their job at their assigned judicial branch location. Mileage reimbursement will be paid pursuant to the collective bargaining agreement.

**IF YOU ARE INTERESTED IN APPLYING FOR THE POSITION ABOVE**

**Step 1:** • Print application from the *HR Job Postings* page on the Website  
<https://www.courts.nh.gov/sites/g/files/ehbemt471/files/documents/2021-04/nhjb-2099-dfps.pdf>

(Applications are required. Resumes may be submitted to supplement the Application, and should be sent in the same fashion as described in step 2.)

**Step 2:**

- e-mail application to: [applications@courts.state.nh.us](mailto:applications@courts.state.nh.us)
- or fax application to: (603) 513-5454
- or mail application to: Administrative Office of the Courts  
Human Resources  
One Granite Place, Suite N400  
Concord, NH 03301

*(At any time we may have more than one position vacant in the court system.*

*Your application may not be considered if you fail to note a specific position on your application.)*

**JOB DESCRIPTION****GENERAL SUMMARY**

The Justice Data and Statistics Manager/Data Analyst is a regular, full-time administrative position working in the Administrative Office of the Courts, subject to the sufficient and continued funding of the Judicial Branch by the Legislature. This is a highly responsible senior position assisting judicial and administrative leadership in collecting, tracking, and analyzing Judicial Branch data, managing multiple assigned data projects and activities, and responding to requests for information. The individual in this position is expected to exercise a high degree of initiative and critical thinking, and is responsible for planning, developing, and implementing approved research, data quality, data governance, and data management strategies, standards, policies, and procedures. The Justice Data and Statistics Manager will evaluate the existing case management system data and other Judicial Branch data, identify data gaps, and recommend solutions that will improve data collection and quality. The Justice Data and Statistics Manager works closely with NH Judicial Branch (NHJB) and non-judicial branch entities to understand their business and reporting needs, design and develop reports to aid in business decisions, and merge data sources to present meaningful statistics and measures.

The Justice Data and Statistics Manager reports to the Director of the Administrative Office of the Courts. The position will work closely with the Supreme Court, Administrative Council, Supreme Court Clerk and trial court Senior Administrators.

An employee in this position may be required to travel during the regular course of business, and is subject to transfer or reassignment at the discretion of the Director of the Administrative Office of the Courts.

## **ESSENTIAL DUTIES & RESPONSIBILITIES**

*The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Employees may be requested to perform job-related tasks other than those specifically presented in this description.*

- Understands the case management system's data set and the associated business processes followed to collect the data.
- Identifies the gaps (e.g., data availability and quality) between what data is currently available in the judicial branch, including the case management system, and the data needed to address business needs from internal and external stakeholders.
- Conducts business and technical analyses necessary to determine appropriate and actionable recommendations for a data quality improvement plan.
- Creates and runs data queries and reports.
- Manages data using SQL and data management software.
- Prepares data for communications for court leadership and other stakeholders and presents reports that effectively show trends and insights gathered from their analysis.
- Designs, develops, and upkeeps reports; extracts data, engages in dashboard and visualization development; establishes relationships between data sources.
- Ensures data integrity and data normalization, and tests dashboards and statistical reporting for accuracy and effectiveness.
- Uses statistical methods and relational databases to analyze data sets.
- Collects, compiles and queries data.
- Evaluates data for quality issues and follows up with appropriate stakeholders as needed to resolve data issues.
- Identifies research needs based on policy review and data findings.
- Responds to data and research requests as requested.
- Works closely with court leaders and other stakeholders to recommend policies, processes, procedures, and systems to improve data governance, adherence to national standards, data sharing capabilities, and implementation of approved policies and procedures.
- Performs other duties as assigned by the Director.

## **MINIMUM ENTRANCE QUALIFICATIONS**

### **Education and Experience**

- Bachelor's Degree from an accredited college or university with major course work in computer science, statistics, data science, business analytics, mathematics, or related field.
- Three (3) years of progressively responsible full-time experience as a data analyst, data scientist, or similar position focused on data research, analysis, science or statistical work, preferably in a court system.

- Any equivalent combination of training, education, and experience that provides the required skills, knowledge and abilities.

### **Licenses or Certifications**

- Valid driver's license.

### **OTHER JOB REQUIREMENTS**

- Successful completion of a background check, including a criminal records check and motor vehicle records check.

### **PREFERRED QUALIFICATIONS**

- Graduate degree with major course work in the above areas of study.
- Experience in a judicial organization.
- Experience with using relational databases.
- Experience with or knowledge of the New Hampshire judicial system.

### **COMPETENCIES FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES**

#### **Knowledgeable in:**

- SQL and data management and analysis software.
- Legal terminology and court procedures.
- State of New Hampshire's Statutes, rules and administrative orders, policies and procedures, and applicable Federal rules and requirements.
- Policies, operations, and activities of the Judicial Branch.
- Judicial Branch information systems, programs, and applications.

#### **Skilled in:**

- Data compilation and analysis, program evaluation, and research.
- Microsoft Office Suite.
- Excel and other software tools used to manipulate and analyze data, and to produce graphs, charts and tables.
- Project and time management.
- Attention to detail.
- Research.

#### **Ability to:**

- Collect, compile, review, analyze, and evaluate statistical data.
- Conduct qualitative and quantitative analyses.
- Create and run queries and reports.
- Communicate professionally in writing and orally, and translate complex information into common terms.
- Manage concurrent projects or tasks to meet deadlines.
- Adapt to changing priorities and deadlines.
- Work effectively with a wide variety of internal and external customer.

### **DISCLAIMER STATEMENT**

This position description represents general duties and is not intended to list every specific function of this position.

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