

Court Administrative Analyst

Definition

Under direction, performs professional analytical support work in one or more functional or operational areas of the court system such as human resources, budget, program evaluation, policy, procedures, workflow analysis, facilities, public information and systems.

Distinguishing Characteristics

This is the entry and journey level of the Administrative Analyst series. This is a generalist class series where incumbents perform professional level administrative and programmatic research/development analysis on which the court can make organization, budget, staffing and program decisions. The class is distinguished from the higher level of Senior Administrative Analyst in that the latter is the advanced journey level class and incumbents have responsibility for leading, assigning and reviewing work of Administrative Analysts and/or performing more difficult, complex and specialized duties. This class describes more varied administrative support services than described in other specialized administrative classes in the areas of human resources, budget, and public information services.

Representative Duties

1. Plans, organizes and conducts administrative studies, including court improvement projects of court-wide significance or specific to a department.
2. Reviews, analyzes and recommends to management organizational policy and procedures for department operations; participates in the development of new or revised programs, systems, procedures and methods of operation; identifies court programs that can be enhanced by grant funding and prepares grant proposals.
3. Reviews existing and proposed local, State and Federal legislation for impact on the court's activities; prepares analyses and monitors the effectiveness and results of new initiatives.
4. Acts as liaison to other court divisions, governmental agencies, and other parties with interest in the trial court system.
5. Prepares narrative, graphic and statistical reports with alternative methods for resolving issues.
6. Prepares correspondence and other written materials. Assists department management with the resolution of work problems.
7. Provides liaison and staff support to a variety of committees, commissions and work groups. Assists in the development and implementation of department or division goals and objectives.

Judgment and Responsibility

Incumbents work under direction to perform most duties within pre-established policies, procedures, standards and legislation. However, incumbents must often work independently and occasionally make decisions in the absence of easily applied rules. The work requires the analysis and evaluation of problems with available alternative solutions and may involve

the occasional development of new techniques and procedures. Erroneous decisions or failure to achieve objectives may result in serious delays and/or considerable expenditure of resources. Incumbents do not typically lead or supervise the work of others.

Qualification Guidelines

Any combination of training and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities required at the entry level would be: graduation from an accredited college or university with a bachelor's degree in public administration, business or a closely related field. Two years of technical administrative experience in one or more operational and/or administrative areas such as fiscal, budgets, accounting, cost analysis, and/or human resources is desirable.