



NORTH DAKOTA COURT SYSTEM CLASSIFICATION DESCRIPTION

Juvenile Court Data Specialist

Title of Immediate Supervisor:	Assistant State Court Administrator
Department/Division:	Office of State Court Administrator / Juvenile Court
Pay Grade/FLSA Status:	14 / Non-Exempt
Job Titles Accountable For:	None

General Summary or Purpose

The Juvenile Court Data Specialist works with the Juvenile Court Directors, Court Improvement Project Coordinator and Juvenile Court Coordinator to manage and prioritize data and information needs for the juvenile court system. Duties include working to efficiently organize, store and analyze data within the juvenile court; working with data sets to find trends and patterns to better inform juvenile court business practices; preparing reports for public dissemination and providing other technical assistance to the courts and juvenile court partners. Occasional in-state and out-of-state travel required.

Major Responsibilities & Essential Functions

1. Develops and implements data collection systems and strategies that ensure entry and retrieval of adequate and accurate data.
2. Devises and implements efficient and secure procedures for data management and analysis.
3. Extracts, cleans and organizes raw data. Sets parameters to disqualify non-usable data.
4. Compiles, analyzes and interprets data for the decision-making process and reports. Maintains data report software systems.
5. Communicates clearly and effectively with judges, court administrators, staff and senior positions in various state, federal, and local agencies.
6. Makes recommendations regarding policies, procedures and future course of action. Drafts reports and presentations to communicate findings.
7. Performs other duties of a comparable level or type.

Minimum Qualifications

Requires a bachelor's degree, preferably with major course work in statistics, data science or computer science. Preference given to a background in research, development, or evaluation.

Certifications or Licensing Requirements: (prior to job entry)

Valid driver's license or evidence of equivalent mobility.

Knowledge, Skills, and Abilities Requirements

- Knowledge of current statistical methods and data management systems.
- Knowledge of child welfare issues and court processes is preferred.
- Skilled in designing data systems as well as extracting and analyzing the data.
- Skilled in use of Word, Excel, Outlook, Tableau or Power BI, Python or R, SQL, C# and other similar software.
- Skilled in the use of statistical methods to analyze data and make recommendations based on findings.
- Ability to present findings.
- Ability to draft reports for publications.
- Ability to communicate clearly and effectively with officials and staff.



NORTH DAKOTA COURT SYSTEM CLASSIFICATION DESCRIPTION

Juvenile Court Data Specialist

Physical Requirements

- The essential functions of the job typically require: grasping, seeing, walking, sitting, talking, hearing, feeling, fingering and some repetitive motions or other reasonable methods that accommodate an individual in completing the essential functions of the job.
- Work is performed in a comfortable office work environment. Some travel is required.
- Physical requirements can typically be characterized as **Sedentary Work**: Exerting up to 10 lbs. of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.

Job Classification History

- Juvenile Court Data Specialist created on 5/14/2023.