



NORTH DAKOTA COURT SYSTEM CLASSIFICATION DESCRIPTION

Juvenile Court Services Data Specialist

Title of Immediate Supervisor:	Director of Juvenile and Family Services
Department/Division:	Trial Court Services / Office of the State Court Administrator
Pay Grade/FLSA Status:	14 / Non-Exempt
Job Titles Accountable For:	None

General Summary or Purpose

The Juvenile Court Services Data Specialist works with the Juvenile Court Directors, Youth and Family Court Specialist and Director of Juvenile and Family Services to manage and prioritize data and information needs for the Trial Court Services Department. Duties include working to efficiently organize, store, and analyze data within the Trial Court Services Department; working with data sets to find trends and patterns to better inform trial court services 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 or as assigned.

Minimum Qualifications

Requires a bachelor's degree. Any combination of education, training, or experience which demonstrates the ability to successfully complete the major responsibilities and essential functions may be substituted for the degree requirement.

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.



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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.
- Employee is subject to some travel in the performance of the job. Employee has control over travel schedule and can adjust schedules due to adverse weather or travel conditions.
- 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.
- On 9/11/2024 effective 10/1/2024, the Supreme Court approved the Personnel Policy Board recommendations from the Classification and Compensation Study completed by Evergreen Solutions, Inc. Title changed from Juvenile Court Data Specialist to Juvenile Court Services Data Specialist.