COURT RESEARCHER

CIRCUIT COURT FOR ANNE ARUNDEL COUNTY

The Circuit Court for Anne Arundel County currently has a vacancy for a court researcher. The researcher will work with the Office of the Court Administrator, judges, magistrates, and other courthouse personnel to compile data and produce reports to accurately measure the effectiveness of multiple policies and programs and to assist the Court in creating and implementing new programs and technology.

Duties may include: Compiling data and producing reports to develop quality control procedures related to data entry, collection/extraction, and analysis. Creating and assisting in the creation of project reports and quarterly and annual reports. Utilizing and creating/updating databases and worksheets. Assisting with the analysis of reporting needs and data quality/validity analyses in the Maryland Electronic Courts (MDEC) environment. Involvement in analyzing court-wide programs, functions and organizations to determine whether programs efficiently accomplish objectives. Monitoring legislation, Maryland Rules, etc. and analyzing the impact on the Court. Other duties as assigned.

Skills/Abilities: Demonstrate ability to provide statistical analysis of data. Thorough knowledge of the methods of statistical analysis and skill in interpreting quantitative data. Ability to perform statistical analysis using software packages (e.g. SPSS, MS Access, MS Excel). Strong analytical and problem solving skills. Excellent writing skills. Ability to manage several projects simultaneously. Ability to use online survey software. Strong verbal and written communication skills. Excellent organizational skills. Customer service skills to communicate with the legal community, in-house court personnel and the general public. Ability to work independently and prioritize assignments across multiple initiatives. Ability to organize and facilitate discussions with diverse groups.

Bachelor's degree in applicable field required. Master's degree preferred. Knowledge of court processes and procedures preferred.

Salary range: $45,000-$57,000/year based on qualifications and experience. This position is contractual and subject to annual grant funding, however, it does include participation in the Anne Arundel County government's health insurance program.

Application Procedure: Please email a cover letter, resume and three references as a **SINGLE PDF FILE** to courtresearch@circuitcourt.org by January 17, 2017