

UNITED STATES PROBATION
WESTERN DISTRICT OF WASHINGTON
VACANCY ANNOUNCEMENT

#09-WAW-09

April 2009

DATA QUALITY / STATISTICAL ANALYST (*REVISED POSTING*)

Court Personnel System Classification Level: CL 26/27
Developmental Range Salary: \$43,668 to \$59,978
Full Performance Range Salary: \$55,047 to \$77,977
Depending upon experience and qualifications;
Additional promotional opportunity without further competition

Position open until filled; preference given to resumes received by April 17, 2009

The U.S. Probation Office for the Western District of Washington is currently accepting applications for the position of Data Quality / Statistical Analyst. There are five offices within the Western District of Washington (Seattle, Tacoma, Tukwila, Everett, and Vancouver). This position will be located in Seattle with travel to district offices required.

The Data Quality / Statistical Analyst provides specialized business analysis, statistical and technical support to the U.S. Probation office. This position ensures optimal use of technology by identifying operational efficiencies and implementing them using project management expertise.

REPRESENTATIVE DUTIES

- Understands the mission of the Probation Office, the operational processes used to support that mission, and the technology and tools used to support their operational processes.
- Understands the structure and concept of relational databases and the tools and methods used to maintain and manipulate data, including the ability to extract data for reporting.
- Responsible for ensuring data quality in high-volume statistical data entered into Court databases.
- Responsible for maintaining the Probation Office's intranet site and acts as Probation's SharePoint project lead.
- Provides project management skills in handling implementation or upgrades of technical solutions.
- Analyzes and identifies opportunities to use technology to improve or enhance operational processes.
- Trains and assists staff in the use of automated tools or processes.
- Acts as liaison between agency management and IT, and works with IT in the maintenance of standards during the performance of technical activities.

QUALIFICATIONS

High school diploma or equivalent required. All candidates must have at least two years' progressively responsible experience in a position requiring experience with relational databases, data extraction and reporting concepts and the use of Structured Query Language (SQL). This position requires the ability to interpret data and provide business / statistical analysis to a non-technical audience and the ability to develop and write reports as needed. Experience with SharePoint and HTML, Adobe Acrobat, including LiveCycle, Crystal Reports, Javascript, and Microsoft Office Suite preferred. Preference will be given to candidates with court related experience and familiarity with automated case management systems and law enforcement systems and applications.

The successful candidate will also possess:

- ability to work independently with appropriate management direction;
- ability to deal with a wide variety of people tactfully and courteously, both in person and on the phone;
- attention to detail;
- strong organizational skills;
- strong project management skills;
- strong leadership skills;
- excellent verbal and written communication skills;
- ability to work under strict deadlines in fast-paced environment;
- ability to maintain strict confidentiality.

APPLICATION PROCEDURES

Qualified applicants should submit a cover letter and resumé to:

Human Resources, (09-WAW-09)
U. S. District Court
700 Stewart Street
Seattle, WA 98101

or via e-mail (Word, WordPerfect or Acrobat .pdf format) to:

Seattle_Personnel@wawd.uscourts.gov

Only qualified applicants will be considered for this position. Applicants must be United States citizens or eligible to work in the United States. Applicants selected for interviews must travel at their own expense and relocation expenses will not be reimbursed.

The United States District Court requires employees to follow a code of conduct which is available upon request. Reference checks with current and former employers will be conducted on top candidates. A background investigation with law enforcement agencies, including fingerprint and criminal record checks, will be conducted as a condition of employment. Any applicant selected for a position will be hired provisionally pending successful completion of the investigation. Unsatisfactory results may result in termination of employment.

The Federal Financial Management Reform Act requires direct deposit of federal wages.

The Court provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation, please notify human resources. The decision on granting reasonable accommodations will be made on a case by case basis.

The Court reserves the right to modify the conditions of this job announcement, to withdraw the announcement, or to fill the position sooner than the closing date, any of which may occur without prior written or other notice. In the event that a position becomes vacant in a similar classification, within a reasonable time from the original announcement, management may elect to select a candidate from the applicants who responded to the original announcement without posting the position. More than one position may be filled from this announcement.

BENEFITS

Employees of the United States District Court are not covered by the Office of Personnel Management's civil service classification system or regulations and are considered "at will" employees. Judiciary employees are, however, entitled to the same benefits as other Federal employees. These include:

- 13 days paid vacation for the first three years of employment. Thereafter, 20 to 26 days per year dependent upon length of federal service;
- 13 days of paid sick leave per year;
- 10 paid holidays per year;
- Public transit subsidies available (subject to availability of funds);
- Subsidized medical coverage with pre-tax employee premiums (pre-existing conditions for self & family covered);
- Group life insurance and long term care options;
- Flexible Benefits Program (pre-tax flexible spending for health care, dependent care and commuter/parking costs);
- Participation in the Thrift Savings Plan (similar to a 401K plan, with employer matching);
- Participation in the Federal Employees Retirement System;
- Eligible for Long Term Disability Plan Group Rate;
- Creditable service time in other federal agencies, or the military, will be added to the judiciary employment when computing employee benefits.