



UNITED STATES COURT OF APPEALS FOR THE ELEVENTH CIRCUIT

VACANCY ANNOUNCEMENT STATISTICAL ANALYST

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| ANNOUNCEMENT NUMBER: 18-2 | APPOINTMENT: Permanent, Full-time |
| AREA OF CONSIDERATION: Open to all qualified applicants. LOCATION: Atlanta, Georgia | OPEN DATE: January 5, 2018 CLOSING DATE: The position is open until filled. Preference will be given to applicants whose applications are received by January 19, 2018. |
| SALARY RANGES: CL 27: \$51,408 – \$76,098 | Starting salary is dependent upon qualifications, experience, and court funds. The selected candidate will be eligible for promotion to the CL 28 grade without further competition. |

POSITION OVERVIEW:

The Clerk's Office is seeking an individual looking for a challenging, interesting and rewarding career in public service to serve as a **Statistical Analyst**. The Statistical Analyst reviews local, circuit-wide, and national data and generates/analyzes statistical data and identifies trends for all circuit case-related matters. Additionally, the incumbent provides statistical and reporting support to the judges, Clerk's Office, and other court units of the Eleventh Circuit, as well as case-related quality assurance. Some lifting may be required.

REPRESENTATIVE DUTIES:

- The Statistical Analyst provides analytical support to the judges, Clerk's Office, and other court units of the Eleventh Circuit.
- The incumbent responds to requests for analysis and information and statistical data on a variety of topics.
- The Statistical Analyst reviews local, circuit-wide and national data and performs proactive trend analysis based on that data. Additionally, the incumbent compiles statistical data for internal reporting and for the external data reporting requirements of the Administrative Office of the United States Courts.
- The Statistical Analyst assists with case-related quality assurance and case management system improvements.
- Develop procedures and standards for data entry to ensure validity of the data.
- Perform other functions within the Clerk's Office as assigned.

QUALIFICATIONS: Extensive knowledge of tools used to perform statistical and data analysis, such as SPSS and Excel, is required. Familiarity with and skill in the use of database applications such as Crystal Reports or MS Access and/or ability to construct and run SQL queries is required. Incumbent must have extensive knowledge of theories, principles, practices and techniques of research design, methodology, and data presentation.

Incumbent must be able to interpret, present, and display the results of research. Position requires incumbent to possess strong organizational, analytical, verbal and written communication skills, be detail-oriented, and demonstrate initiative.

GENERAL EXPERIENCE: Progressively responsible experience that provides evidence that the applicant possesses, or has the ability to understand the methods and tools to perform the duties of the position; analyze problems and assess the practical implications of alternate solutions; communicate with others, orally and in writing; and the capacity to employ the knowledge, skills, and abilities in the resolution of problems.

SPECIALIZED EXPERIENCE: Progressively responsible experience that required the regular and recurring application of statistical techniques to interpret and evaluate data.

Specialized experience is defined as: knowledge and skill in applying a wide range of complex analytical, mathematical, and statistical theories, ability to modify established methods; knowledge of manipulation of large databases including data retrieval and detailed understanding of data elements to coordinate data from different databases.

Educational Substitutions: Education can be substituted for required specialized experience. The educational experience should have included a full range of courses to include statistical work such as sampling, collecting, computing, and analyzing statistical data, and applying statistical techniques.

Two years of specialized experience, including at least one year equivalent to work at CL 25. For placement at salary levels above minimum up to and including step 25, at least two years specialized experience equivalent to work at CL 25.

COURT PREFERRED QUALIFICATIONS: Experience working in a court environment, particularly federal court, or legal field is preferred. Advanced education in economics, political science, statistics, public administration or other related field is desirable. Familiarity with data visualization software, such as Tableau, is a plus.

CONDITIONS OF EMPLOYMENT: All information is subject to verification. Judicial Branch employees are “at-will” employees, and, as such, may be terminated with or without cause. It is the policy of this court that all new personnel are hired for a twelve-month initial probationary period, at the end of which time their work and progress will be evaluated. All employees are required to adhere to the *Code of Conduct for Judicial Employees*, copies of which are available upon request.

Applicants must be United States citizens or lawful permanent residents actively seeking citizenship. The position of Statistical Analyst is a sensitive position. The selected candidate will be subject to a background check and subsequent suitability determination.

Employees are required to use Electronic Fund Transfer (EFT) for payroll direct deposit.

ADDITIONAL INFORMATION: Judiciary employees are entitled to benefits similar to those of other government employees including: paid annual and sick leave, paid holidays, health and life insurance, a flexible benefits program, a portable retirement plan with matching contributions, flexible work schedule, and a professional environment. (Please see employee benefits summary.)

HOW TO APPLY: Qualified applicants interested in this position must submit a **single** PDF containing:

- cover letter addressed to Cheryl Vessels, Assistant Circuit Executive for Human Resources;
- resume and Federal Judicial Branch Application for Employment (AO78)
(Application form is available on:
<http://www.uscourts.gov/forms/human-resources-forms/application-judicial-branch-federal-employment>);
- copies of last two performance evaluations; and
- the names and contact information for three professional references (please note that by submitting the references, the applicant consents to those references being contacted).

Application packages must be emailed to CO_apply@ca11.uscourts.gov (please include “Statistical Analyst” in the subject line). **Please note applications that are not submitted as a single PDF or are incomplete will not receive further consideration.**

Interview travel and relocation expenses will not be reimbursed. The court provides reasonable accommodations to applicants with disabilities. The court reserves the right to modify the conditions of this job announcement, to withdraw the job announcement, or to fill the position at any time, any of which actions may occur without any prior written or other notice. Please be aware that due to the volume of applications received, only candidates selected to interview will be contacted.

THE UNITED STATES COURTS ARE EQUAL OPPORTUNITY EMPLOYERS

EMPLOYEE BENEFITS

Employees of the United States Courts are entitled to the same benefits as other federal government employees. They are not part of the Civil Service system, however. Some of the benefits of federal service are:

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| PAID VACATIONS | From 13 to 26 days per year depending on length of federal service. |
| PAID HOLIDAYS | 10 days per year. |
| SICK LEAVE | 13 days per year. |
| HEALTH INSURANCE | Employees may participate in the Federal Employees Health Benefits Program (FEHBP), and may choose from plans provided by several insurers. The government contributes up to 75% of the premium, depending on the plan selected. |
| DENTAL/VISION INSURANCE | Employees may participate in the Federal Employees Dental and Vision Insurance Program (FEDVIP), which is a supplemental insurance program. Premiums are paid in full by the employee, however, the premium is deducted on a pre-tax basis. |
| LIFE INSURANCE | Employees may participate in the Federal Employees Group Life Insurance Program (FEGLI). |
| FLEXIBLE BENEFITS | Employees may participate in the Federal Judiciary Flexible Benefits Program which includes (1) a Premium Payment Plan which offers employees the choice of having health insurance premiums deducted from their pay either pre-taxes or after-taxes, and (2) a Flexible Spending Account which allows employees to set aside pre-tax money to cover certain health care and dependent care expenses. |
| LONG-TERM CARE INSURANCE | Employees may participate in the Federal Judiciary Group Long-Term Care Program which covers such benefits as community based care, nursing home care, hospice care and caregiver benefit. Spouses, parents, parents-in-law, grandparents, and grandparents-in-law are also eligible. |
| WITHIN-LEVEL SALARY INCREASES | Within each salary classification level there are 61 "steps." Based upon performance, employees within the Developmental Range (steps 1-24) are eligible for step increases every 13 pay periods and employees within the Full Performance Range (steps 25-61) are eligible for step increases annually. |
| TIME IN SERVICE | Time in service with other federal agencies and prior military service is credited for the purpose of computing employee leave and retirement benefits. |
| RETIREMENT | Newly-hired employees contribute 12.05% of their salary toward a retirement plan under the Federal Employees Retirement System, to which the government also contributes. Of that 12.05%, 6.2% goes to social security, 1.45% goes to Medicare, and 4.4% goes to the FERS Basic Benefit Plan. Employees may also participate in a voluntary tax-deferred Thrift Savings Plan [similar to "401(k)" plans]. Benefits are generally available upon retirement at age 60 with 20 years of service or at an earlier age with 30 years of service. Reduced benefits may be available with fewer years of service. Specific details are available upon request. |