



**UNITED STATES DISTRICT COURT
NORTHERN DISTRICT OF OHIO
VACANCY ANNOUNCEMENT 15-12**

POSITION TITLE: Data Quality Analyst

LOCATION: Cleveland, Akron, Toledo or
Youngstown, Ohio

NUMBER OF POSITIONS: One (1)

SALARY RANGE: CL 26 (\$42,644 - \$72,033)

POSITION TYPE: Full-time permanent

CLOSING DATE: Open until filled. First
consideration given to applications
received by October 16, 2015.

OPENING DATE: September 29, 2015

The U.S. District Court for the Northern District of Ohio, Clerk's Office, has an immediate opening for an experienced Data Quality Analyst. Starting salary commensurate with work experience, education, prior/present pay history and previous federal court experience.

The Clerk's Office offers an opportunity for a team player who is self-motivated, detail oriented with excellent interpersonal communications skills, problem-solving skills and a strong work ethic. Our fast-paced, prestigious environment consists of challenging and rewarding work, training opportunities, and the potential for advancement for bright people with strong initiative, flexibility and ability to multi-task. Travel to divisional offices is required based on the operational needs of the court.

POSITION OVERVIEW

The Data Quality Analyst is responsible for the veracity and efficiency of the court's Case Management/Electronic Case Files (CM/ECF) and Equip Data Quality systems. The incumbent provides quality assurance of all electronic entries through research and analysis of both accuracy and timeliness of information. The Data Quality Analyst works closely with supervisors and recommends appropriate actions, conducts training, assists in maintaining the data dictionary, tests new releases and acts as a lead for support clerks in the absence of supervision.

REPRESENTATIVE DUTIES

- Review, identify, and research the accuracy, timeliness, and quality of data entered into CM/ECF and Equip at an organizational level. Document and correct database errors, and/or provide functional instruction to staff on error resolution.
- Prepare reports/charts that visually display the quality and quantity of work performed by staff for specified time periods. Present and explain information to supervisors and/or staff.
- On a district-wide basis, recommend appropriate actions and/or conduct training to correct or remedy ECF and/or Equip issues for both internal staff and external customers. Evaluate and recommend necessary changes or conduct required training on continuing problems in quantity and quality of data entry applicable to both internal staff and external users.
- Work closely with the Operations Manager and Deputies-in-Charge and information technology staff in recommending and implementing new case management/data quality functionality. Test new system releases from the Administrative Office.

- Create and update procedural and training documentation. Conduct training and update manuals. Assist in the production of training materials, including on-the-job manuals. Oversee, review, and approve information posted on the intranet.
- Respond to research requests and prepare reports. Design, implement, and perform quality control audit procedures and practices.
- Respond to CM/ECF inquiries, attorney training questions, and assist in responding to questions about ECF for other court units.
- Collaborate with members of the management team and recommend appropriate actions on operational issues.
- Act as lead for case management staff oversight and support in the absence of the supervisor.

QUALIFICATIONS

Applicants must have at least two (2) years of specialized experience. Specialized experience is progressively responsible clerical or administrative experience requiring the regular and recurring application of clerical procedures that demonstrate the ability to apply a body of rules, regulations, directives, or laws and involve the routine use of specialized terminology and automated software and equipment for word processing, data entry or report generation. Such experience is commonly encountered in law firms, legal counsel offices, banking and credit firms, educational institutions, social service organizations, insurance companies, real estate and title offices, and corporate headquarters or human resources/payroll operations.

PREFERRED QUALIFICATIONS

Bachelor's degree from an accredited four-year college or university or legal education and current or prior Federal District Court experience.

REQUIRED SKILLS

- Working knowledge of data quality system(s), procedures, and reporting; knowledge of Equip system is a plus.
- Knowledge of docketing, case management and CM/ECF applications and report development/design.
- Knowledge with Windows-based applications, including database, spreadsheets, WordPerfect or Word and Adobe PDF files.
- Knowledge of project management principles and proficient in project management, process improvement, problem solving, trouble shooting, and creative solution development.
- Ability to communicate effectively, both orally and in writing, in a professional manner to internal and external audiences; ability to present information one-on-one and in small and large groups; ability to write procedures, training materials and job aids.
- Ability to apply a body of rules, regulations, directives, or laws.
- Strong attention to detail and organization skills; ability to multi-task in order to successfully meet job objectives.
- Ability to maintain strict confidentiality and work under deadlines.

CONDITIONS OF EMPLOYMENT

Applicants must be U.S. citizens or eligible to work in the U. S. A background investigation with law enforcement agencies, including fingerprint and criminal record checks will be conducted. Any applicant selected for a position will be hired provisionally pending successful completion of the investigation. This position is subject to mandatory electronic fund transfer (direct deposit) for salary payment.

INFORMATION FOR APPLICANTS

The Court reserves the right to modify the conditions of this job announcement or to withdraw the job announcement, or to fill the position sooner than the closing date, if a closing date is shown, any of which action may occur without any prior written notice. The Court will only communicate with those qualified applicants who are selected for an interview.

Relocation assistance may be available to current federal employees depending on the circumstances. **No phone calls please.**

Judiciary employees serve under excepted appointments and are considered "at will" and can be terminated with or without cause by the Court. The U.S. Courts require employees to adhere to a Code of Conduct that is available to applicants for review at the court's web site www.ohnd.uscourts.gov

BENEFITS

Employees of the United States District Court are eligible for, but not limited to, the following employment benefits: • Accrual of paid vacation and sick leave days, and paid holidays • Participation in pre-tax benefit programs (health, dental, and vision insurance programs; flexible spending accounts; commuter reimbursement benefit) • Group life insurance and long term care insurance • Participation in the Federal Employees Retirement System (FERS) • Traditional (pre-tax) and Roth (after-tax) retirement savings and investment plan through the Thrift Savings Plan (TSP) with employer matching contributions • Extensive on-line training options • Federal court employees can join the Federal Court Clerks Association, a national, professional court organization • Fitness center • Transit subsidy

HOW TO APPLY

Submit the following documents to the address below: (1) a cover letter indicating why you are interested in this position and what best qualifies you, (2) a current resume, (3) a list of two professional references, and (4) a completed form AO78 (Application for Employment), available at the court's web site www.ohnd.uscourts.gov/home/careers-in-the-court/. Applications may also be e-mailed to apply@ohnd.uscourts.gov. If you submit the documents via e-mail one PDF document is preferred. Use only one method of application. All requested documentation must be provided in order to be considered for this position.

United States District Court
Attn: Human Resources Department #15-12
801 West Superior Avenue, Suite 1-115
Cleveland, OH 44113-1830

THE UNITED STATES DISTRICT COURT IS AN EQUAL OPPORTUNITY EMPLOYER.