

**U. S. PROBATION & PRETRIAL SERVICES
DISTRICT OF DELAWARE
VACANCY ANNOUNCEMENT (#22-01)**

POSITION: DATA QUALITY ANALYST (Full-time)

POSITION TYPE: Permanent, Full-Time Appointment

SALARY RANGE: CL 25 (\$47,816-\$59,291)
CL 26 (\$52,649-\$65,292)
CL 27 (\$57,868-\$71,737)
CPS Table PHL
Starting salary based on qualifications and experience

OPENING: February 9, 2022

CLOSING: Open until filled with first preference given to complete packets received by March 4, 2022 at 5 p.m. EST

This position is located in the U.S. Probation & Pretrial Services Office for the District of Delaware, in Wilmington, Delaware. In addition to his or her current duties, the Data Quality Analyst is responsible for the veracity and efficiency of the case information system. The incumbent provides quality assurance of all entries through research and analysis of both accuracy and timeliness of information. The Data Quality Analyst recommends appropriate actions, conducts training and tests new releases. The Data Quality Analyst is responsible for ensuring the integrity of the statistical database for the Probation & Pretrial Services Office. The Data Quality Analyst also serves as the PACTS Administrator and works closely with the Systems Manager. If promoted to a CL 26, there may be opportunities for promotion without further competition.

POSITION OVERVIEW:

Representative Duties:

Maintain accuracy and completeness of official case records from opening to final disposition. Check the accuracy of daily data entries. Maintain user log errors. Review entries made to the court. Perform automated quality check on creditors. May monitor undeliverable emails and take appropriate action. May verify case openings.

Prepare and distribute monthly and quarterly statistical reports. Type, format, edit, and run reports.

Perform edits and corrective actions to ensure the accuracy of data, files, and records.
Test new events. Generate deadlines and deficiency notices for missing documents.
Archive records.
Generate, analyze, and report quality control information.

Advise managers regarding trends in input errors and conduct corrective action.
Develop and revise procedures for data entry. Research and propose solutions to various case management issues.

Maintain party database. Maintain court dictionary.

Answer questions from Administrative Office staff, court employees, and the public.

Perform quality control over staff work. Train users on respective case management systems.

Provide technical and administrative support for officer speciality programs, such as Location Monitoring, Drug and Alcohol Treatment, Evidence Based Practices, Sex Offender and Cyber Crimes. These program duties may include reviewing, reconciling and processing invoices and reports, maintaining records and files, data entry, filing, managing inventory, performing administrative monitoring and searches of seized computers and other electronic devices, resolving customer and vendor issues/concerns and assisting with contracting procedures in accordance with national and local policies and guidelines.

Other duties as assigned.

QUALIFICATION REQUIREMENTS:

Operational court support positions require experience in applying recurring procedures and using specialized terminology that demonstrate the ability to apply a body of rules, regulations, directives or laws. Although on-the-job training time may vary, the experience needed to progress to the full-performance level in these positions is best obtained in a court or related legal field.

To qualify for a CL 27, must have two years of specialized experience.

Specialized Experience

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 offices, banking firms, educational institutions, etc.

Education may not be substituted for specialized experience because operational court support positions require hands-on experience to be credited as specialized experience.

A Bachelor's degree from an accredited college or university is preferred.

Applicants must demonstrate excellent writing and verbal communication skills, excellent organizational skills and have the ability to deal with multiple demands in a fast-paced environment. Applicants must have the ability to work with a wide variety of people with diverse backgrounds and must maintain a professional demeanor and presence.

Proficiency working with Windows and Microsoft Word is preferred.

CONDITIONS OF EMPLOYMENT:

Applicants must be a United States Citizen or eligible to work in the United States.

The United States Probation and Pretrial Services Office requires employees to adhere to the Code of Conduct for Judicial Employees.

Federal Judiciary employees serve under excepted appointments and are considered "at will" and can be terminated with or without cause.

Applicants selected for the position will be subject to a background check, which includes criminal history, fingerprint and credit and must be approved by the Chief United States Probation Officer.

All information provided by applicants is subject to verification. Applicants are advised that false statements or omissions of information on any application materials may be grounds for non-selection, withdrawal of an offer of employment or dismissal after being employed.

This position is subject to mandatory Electronic Fund Transfer (direct deposit) for salary payments.

BENEFITS:

Full-time employees are eligible for a full range of benefits to include: paid annual (vacation) and sick leave; periodic salary increases; eleven paid holidays each calendar year; health and life insurance; long term care insurance; dental and vision insurance; Flexible Benefits Program (medical and dependent care reimbursement); commuter benefit program; retirement benefits; Thrift Savings Plan (TSP)

participation with employer matching contributions; and employee assistance program.

APPLICATION PROCEDURES:

Please visit the U.S. Courts website at www.uscourts.gov/forms/AO078.pdf to obtain a judicial application form.

To be considered for this position, the completed judicial application (AO078), a cover letter, current resume and copies of the last two performance evaluations are required. For priority, the package must be received in the Wilmington, Delaware office by 4:30 P.M. on March 4, 2022 as a single PDF document. ***Handwritten or incomplete applications will not be considered, returned, or retained.***

Applicants are required to submit their complete application packages via email to: DEHR@dep.uscourts.gov.

Employees of the U.S. Probation & Pretrial Services are required to adhere to a Code of Ethics and Conduct which is available to applicants for review upon request. This position is a mandatory EFT (Electronic Funds Transfer) participation for payment of net pay, i.e., Direct Deposit.

Disclosure and verification of Coronavirus 2019 (COVID-19) vaccination status. Vaccination is required for all employees of the United States District Court in the District of Delaware.

OTHER IMPORTANT INFORMATION:

All qualified applicants who have submitted the required application documents before the selection is made will be considered.

Applicants selected for an interview must travel at their own expense and relocation expenses will not be reimbursed. However, depending on Pandemic travel restrictions, interviews may be conducted virtually. Details will be provided if you are selected for an interview.

Due to the volume of applications received, the probation office will communicate with only those individuals who will be interviewed. If you are not contacted, another candidate was invited for an interview.

The U.S. Probation and Pretrial Services office reserves the right to modify the conditions of this job announcement, or to withdraw the job announcement, either of which action may occur without prior written notice or other notice.

EQUAL OPPORTUNITY EMPLOYER