



## JOB ANNOUNCEMENT

**Job Title:** Case Management Analyst (Criminal Division)

**Salary:** \$58,240 – \$102,066 (Grant funded)

**Location:** Harris County District Courts  
1201 Franklin, Houston, TX 77002

**FLSA:** Non-Exempt

**4 positions open until filled. First review of applications will be July 5, 2022.**

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### About the Position

Case Management Analyst research, analyze, compile and report information to Criminal District Courts and the Administrative Office of District Courts (DCA) leadership that is used to facilitate manual and automated case management process improvements. Consults with Judges, DCA staff, and District Clerk's Office (DCO) to improve overall efficiency. Identifies inefficiencies and recommends best practices. Obtains data from case management systems, performs analysis on complex processing issues, prepares reports, and provides recommendations for process reengineering. Leads efforts to minimize data errors in the case management system, and to implement practices related to data entry integrity.

### Minimum Qualifications:

- Associate's degree in Data Analytics, Statistics, Criminal Justice, Political Science, Justice Studies or a related field, or two (2) years of professional experience in quantitative analysis.
- Three (3) years of experience working in a Court or Clerks' Office.

### Preferred Qualifications:

- Bachelor's degree in Data Analytics, Statistics, Criminal Justice, Political Science, Justice Studies or a related field.
- Five (5) years of experience working in a District or County Criminal Court or District Clerks Office located in the state of Texas.
- Intermediate experience using Excel, and knowledge of criminal caseflow in the state of Texas.

### Knowledge, skills, and abilities:

Knowledge of:

- Criminal case flow.
- The principles of data collection and analysis, research, performance measurement, and caseflow management.

Skill in:

- Gathering, organizing, and analyzing quantitative information and data.
- Utilizing business skills to provide objective advice and expertise.
- Analyzing data, creating reports, and giving presentations.
- Microsoft Office – Outlook, Word, Excel, PowerPoint.

Ability to:

- Analyze organizational problems, develop effective solutions, and present analysis results.
- Effectively facilitate meetings of diverse individuals and ability to orally present information to a variety of audiences.
- Establish and maintain effective professional working relationships with internal and external stakeholders.
- Communicate effectively, both orally and written.
- Manage time working with multiple departments.

**Work Schedule:**

Court operating hours are typically Monday through Friday, 8:00 a.m. - 5:00 p.m. Variations from those hours may occur, including early mornings and evenings as needed.

**Benefits:**

Harris County offers a competitive benefits program, including a comprehensive group health and related benefits plan as well as a defined benefit retirement plan.

**Equal Opportunity Statement**

Harris County is an Equal Opportunity Employer and is committed to providing equal employment opportunities to all employees and applicants without regard to race, color, religion, sex, national origin, age, pregnancy, disability, genetic information, sexual orientation, gender identity or any other protected class in accordance with applicable federal and state laws.

**\*\*\*To apply, email resume and letter of interest to: [shelly\\_spangle@justex.net](mailto:shelly_spangle@justex.net)**