

**\*\*\*\*\*CAREER OPPORTUNITY\*\*\*\*\***



**UNITED STATES DISTRICT COURT  
SOUTHERN DISTRICT OF GEORGIA**

**VACANCY ANNOUNCEMENT**

Position Title: Data Quality Analyst  
Location: Savannah, Georgia  
Closing Date: February 17, 2012  
Starting Salary/Range: \$ 41,786 - \$ 74,628 (CL26 to CL27)\*

Position Announcement No. 12-01

\* Salary commensurate with qualifications

**POSITION OVERVIEW**

The Southern District of Georgia is comprised of six divisional offices and serves a 43-county area. This position reports directly to the Chief Deputy Clerk of the U.S. District Court in the Savannah division. The individual selected for this position must have thorough knowledge and skill using word processing, spreadsheet applications, automated case management, records management systems and other related databases and applications. Court or legal experience is preferred.

The individual selected for this position will be required to perform, but not be limited to, the following duties.

Maintain accuracy and completeness of official case records from opening to final disposition. Check accuracy of daily data entries. Review entries made to the court.

Prepare and distribute monthly and quarterly statistical reports.

Perform edits and corrective actions to ensure the accuracy of data, files and records. Generate deadlines and deficiency notices for missing documents.

Perform quality control over staff work. 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.

Performs other duties as assigned.

**Job Requirements:**

Good knowledge of federal and local rules and court operational procedures. Exhibit knowledge of statistical reporting requirements. Understand all aspects of case administration process. Skill in proofreading, researching, and problem solving. Ability to communicate effectively both orally and in writing with a variety of people.

**Scope and Effect of Work:**

This incumbent responsibility is to ensure the quality of data entered into databases and monitor the workflow through the process. The incumbent's work furthers the goals of the unit, by ensuring the quality of the information maintained in the court's automated system.

**Complexity:**

Incumbent's work involves making critical decisions within the context of professional standards, broad policies or general goals. Data Quality Analysts at this level function independently, resolve problems, questions or situation based on advance and thorough knowledge and experience with court policies, practices and guidelines.

**BENEFITS**

Employees of the U.S. District Court are not classified under Civil Service, but are entitled to similar benefits. These benefits include participation in the retirement system, health and life insurance programs, holiday and leave accrual, and periodic salary increases.

Please send resumes to:

Clerk, U.S. District Court  
Human Resources Division  
Southern District of Georgia  
125 Bull Street, Room 306  
Savannah, Georgia 31401

**NO FAXED RESUMES WILL BE ACCEPTED. NO PHONE CALLS PLEASE.**

**EQUAL OPPORTUNITY EMPLOYER**

**Announcement No. 12-01**