

Position: Statistical Analyst (Administrative Specialist 4)

When you come to work for **New Jersey Judiciary** you will join an 8500-member strong TEAM that operates with the highest standards of independence, integrity, fairness and quality service. You will be engaged with work that has purpose, meaning and makes a difference in lives of the public we serve. We work hard every day to build the public's trust and confidence in our court system, which includes issues such as bail reform, marijuana decriminalization and recovery court.

Whether it be in a courtroom, an administrative office, a courthouse training room, an IT office or in the field, our Judiciary workforce is improving the lives of countless individuals and families every day. We honor the dignity and individualism of each member of our organization while fostering professionalism and continuous improvement in our work.

The Judiciary offers a strong opportunity for growth.

The **New Jersey Judiciary** seeks an Administrative Specialist 4 for the Statistics team within the Quantitative Research Unit of the Data Analytics, Research, and Statistics (DARS) office. The selected individual will perform a variety of medium to high-level statistical functions relating to the production and statistical analysis of the official monthly court statistics and ad hoc reports as well as business analysis, project management, and project implementation.

The selected candidate will also assist in modernizing monthly statistical reporting, analyzing statistical trends, and creating and developing interactive dashboards. The individual will use advanced processes in Microsoft Excel, Power BI, and/or statistical analysis software, such as SPSS, to complete these functions as well as create and produce additional reports as needed.

REMOTE WORK: The Judiciary currently offers a hybrid work schedule, and this position may qualify for up to 3 days of remote work outside of Judiciary buildings. To participate in this program, in addition to installing a multifactor authentication app on your phone or tablet, you will be required to have high speed home internet access.

EXAMPLE OF DUTIES:

- * Creates and analyzes monthly statistical reports, creates and updates Power BI dashboards, and develops and produces new or ad hoc reports, as assigned.
- * Prepares monthly statistical reports, annual statistical reports, and medium-to-high level statistical analyses using Excel, Power BI, SPSS, SQL, SAS, Tableau, Focus/WebFocus or other tools as appropriate.
- * Develops proof of concept methods for displaying and/or visualizing data and assists in communicating requirements and implementing approved visualizations.
- * Provides input into the design of additional data dashboards and other new forms of reporting as they are developed.
- * Work to understand the entire data pipeline, from case counts from the mainframe system, including system and process dependencies to the display of that information in data visualization software.

- * Translates requests for statistics and analyses into appropriate responses that may require business analysis techniques, understanding complex court data, discussion with internal stakeholders, and the extraction of data from systems.
- * Converts complex data into understandable charts, graphs, reports, and statistical presentations.
- * Collaborates with the Information Technology Office and Automated Trial Court Services Unit on plans for data system updates from the data analysis perspective, as needed.
- * Document data analysis and reporting techniques to ensure they can be replicated.
- * Identify and communicate risks of data limitations and recommend improvements to data collection and/or reporting practices.
- * Ensure statistics are relevant to the data story being constructed.
- * Mentor analysts with statistical and data knowledge.
- * Support other units with overlapping interests in data quality, analysis, and reporting.

Note: Experience with advanced Microsoft Excel, including PivotTables and macros, Power BI and intermediate data visualization practices is required. Experience in generating and interpreting Visio documentation is preferred.

Regular and predictable physical presence at the worksite is an essential function of this position.

Salary range is \$76,423.34 - \$113,148.46. For newly hired individuals, the starting salary will normally be at the minimum of the salary range.

QUALIFICATIONS:

Bachelor's degree in Statistics, Criminology, Criminal Justice, Political Science, Psychology, Economics, Data Science or other relevant discipline from an accredited college or university along with five (5) years' of professional experience in program development, program coordination, program analysis, program administration and/or administrative research, three (3) years of which should include experience in data analysis and reporting.

Experience conducting social science research in any social science field is helpful.

Substitution: Applicants who do not possess the required education may substitute additional paraprofessional and/or professional experience on a year-for-year basis with one (1) year of such experience being equal to 30 semester hour credits. An Associate's degree and two (2) years of additional paraprofessional and/or professional experience may be substituted for a Bachelor's degree. A Master's degree may be substituted for one (1) year of general experience as indicated above. A Ph. D or law degree may be substituted for two (2) years of experience.

Note: Master's Degree or Doctorate in Statistics, Social Science, Data Science or relevant field is preferred.

To Apply:

Applicants can apply online by May 20, 2025 at:

<https://www.governmentjobs.com/careers/njjudiciary/jobs/4913558/statistical-analyst-administrative-specialist>

For additional information please visit www.njcourts.gov and reference Job # 2025-11402, Statistical Analyst (Administrative Specialist 4.)

Driver's License: Appointee will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle is necessary to perform essential duties of the position.

Residency Law: In accordance with N.J.S.A. 52:14-7 (L. 2011, Chapter 70), the "New Jersey First Act," all persons newly hired by the Judiciary within one year must establish, and then maintain, principal residence in the State of New Jersey. Any person may request an exemption from that requirement from the Employee Residency Review Committee in the Department of Labor & Workforce Development on the basis of either hardship or employer critical need.

Authorization to Work: US citizenship is not required. Selected candidate must be authorized to work in the US according to Department of Homeland Security, US Citizenship and Immigration Services regulations.

The Judiciary of New Jersey is an Equal Opportunity/Affirmative Action Employer Committed to Ensuring an Open Door to Justice.