

**UNITED STATES COURT OF APPEALS
FOR THE FIRST CIRCUIT
CLERK'S OFFICE**

Data Quality Analyst/Trainer

Job Announcement: #19-12

Position Type: Full-time, Permanent

Location: John J. Moakley U.S. Courthouse, Boston, Massachusetts

Salary: CL 26 - 27 (\$50,257 - \$89,749) per annum
Depending on qualifications and experience

Closing Date: October 15, 2019

Organization: The Clerk's Office for the United States Court of Appeals for the First Circuit seeks applications for the position of Data Quality Analyst/Trainer. The United States Court of Appeals for the First Circuit is the court of review for decisions by the district courts within the First Circuit, which includes the Districts of Maine, Massachusetts, New Hampshire, Rhode Island, and Puerto Rico. The Court also reviews decisions by federal administrative agencies, the United States Tax Court, and the Bankruptcy Appellate Panel. The Court of Appeals consists of six authorized Circuit Judges, four Senior Circuit Judges, and approximately 27 Clerk's Office Staff.

Job Summary: The Data Quality Analyst/Trainer will be part of the Data Quality Team, is responsible for ensuring the integrity and efficiency of the Case Management/Electronic Case Filing (CM/ECF) database, and will assist the Case Manager Supervisor in planning, developing, and implementing an on-going comprehensive case management training program. The incumbent will act as a team leader and mentor for a subset of case managers to help monitor data quality in order to improve individual and group performance. The incumbent will report to the Case Manager Supervisor. Some travel may be required.

Duties and Responsibilities: Representative duties and responsibilities include, but are not limited to: helping to train new case managers; monitoring CM/ECF reports; auditing docket activity and data entry in order to identify areas in CM/ECF which need improvement, such as inconsistencies in data entry in case opening/closing, party names, attorney names/addresses, attorney additions/terminations, event and relief code choices, new and amended dictionary events, scheduling/updating/termination of deadlines, document linkage, and editing activity; preparing periodic reports on quality, quantity, and timeliness of data entry and docket entries for comparison to standards and analyzing discrepancies for the management team, as required; helping to develop and coordinate training in order to achieve case management objectives and accuracy standards; drafting and maintaining CM/ECF procedures, training manuals, quality assurance standards, and forms; assisting in the development and implementation of quality control procedures and standards; working closely with the CM/ECF Coordinator including, but not limited to, modifying, implementing, and monitoring the CM/ECF event dictionary, and analyzing the impact of future CM/ECF releases on court procedures; providing back-up case management and docketing duties, CM/ECF help desk services, and public filer administration; and performing other duties as assigned.

Qualifications: To qualify for the position of Data Quality Analyst/Trainer at the CL-26 classification level, an applicant must have one year of specialized experience equivalent to the CL-25 level. To qualify at the CL-27 classification level, an applicant must have two years of specialized experience, with one year equivalent to work at the CL-26 level. A bachelor's degree is preferred.

Specialized Experience: Specialized experience is defined as experience obtained in a court or related legal field which demonstrates the knowledge and skills needed to perform the duties of the position, and to apply a body of rules, regulations, directives, or laws. Knowledge of the federal courts CM/ECF database is required. Candidates must possess an understanding of the operational processes in a court environment. Experience in extracting and analyzing information from databases and identifying deficiencies is essential. Candidates must also possess: the ability to work with a variety of staff members with different communication and learning styles to help them improve data quality and work performance; skill in developing and presenting training programs; excellent interpersonal, oral, and written communication skills; a professional demeanor; the ability to take initiative and work in a team-based environment; and excellent attention to detail.

Benefits: Federal benefits include paid vacation and sick leave, health benefits, life insurance, flexible benefits program, long-term care, retirement benefits, and a tax-deferred savings plan.

Background Check: The successful candidate is subject to a background check or investigation, which includes an FBI fingerprint check, as a condition of employment. Employee retention depends upon a favorable suitability determination.

How to Apply: Submit the following documents: (1) cover letter, (2) resume, and (3) completed AO-78, Application for Federal Judicial Branch Employment (version dated 10/09), to:

Carmen Torres-Velez
Executive Assistant
U.S. Court of Appeals for the First Circuit
John Joseph Moakley U.S. Courthouse
1 Courthouse Way, Suite 2500
Boston, MA 02210

Complete applications will also be accepted via email, **in pdf format only**, to: cjobs@ca1.uscourts.gov.

The application form (AO-78) is available at <http://www.ca1.uscourts.gov/sites/ca1/files/AO078.pdf>. The AO-78 must be signed and filled out completely. Attaching a resume in lieu of the AO-78 or answering the questions on the AO-78 by simply referencing an attached resume is not sufficient. If the AO-78 is filled out electronically and submitted by email, the fillable form must be resaved and submitted as a non-fillable pdf before submission; otherwise the form will appear blank.

Note: Applications that do not include all requested information will be deemed incomplete and will not be considered.

Additional Conditions of Employment:

An applicant must be a United States citizen or permanently eligible to work in the United States. The Federal Financial Management Reform Act requires direct deposit of federal wages. All Court employees are required to adhere to a Code of Conduct. Successful completion of a six-month probationary period is required. All Court employees are "*at will*" employees and serve at the pleasure of the Court. The Court will only communicate with those qualified individuals who will be invited for an interview. The Court reserves the right to modify the conditions of this job announcement, or to withdraw the announcement, either of which may occur without prior written or other notice. If a subsequent vacancy of the same or similar characteristics to this position becomes available within a reasonable time of the original announcement, the Court may elect to select a candidate from the original qualified applicant pool.

NO FAXES PLEASE

EQUAL OPPORTUNITY EMPLOYER