



UNITED STATES DISTRICT COURT
DISTRICT OF HAWAII
PROBATION OFFICE
**VACANCY ANNOUNCEMENT
NO. 2015-04**

Position: DATA QUALITY ANALYST

Status: Temporary Not-to-Exceed September 20, 2015.
Position has potential to become permanent without further competition, subject to funding.

Classification Level: Court Personnel System, Classification Level 25
Table N6 – Hawaii
Starting salary, dependent on qualifications
Grade: CL-25, steps 1-61; Salary range: \$44,338-\$72,117
**Salary noted above includes 12.25% Hawaii Cost of Living Adjustment (COLA).*

Position Location: United States Probation Office
300 Ala Moana Boulevard, Room 2300
Honolulu, HI 96850

Closing Date: Position open until filled. Priority consideration for applications received by 4:00pm, February 17, 2015.

The United States Probation Office in the District of Hawaii is a career organization focused on providing exceptional service to the court, members of the legal community and the general public. Currently, we are seeking applicants for a full-time **Data Quality Analyst** position.

REPRESENTATIVE DUTIES

- Assist officers by compiling criminal histories/profiles, running record checks through local and national databases and files, conducting inquiries with collateral agencies, and performing other similar activities.
- Extract and analyze information from databases and identify data entry errors and data deficiencies. Maintain accuracy and completeness of official case records and user log errors.
- Make data entry corrections. Advise supervisor/manager when input errors are found or information is missing and recommend corrective action, including recommendations for revising data entry procedures.
- Work with users to explain the causes of errors and actions necessary to prevent recurrence.
- Assist with the preparation of monthly and quarterly statistical reports. Assist in determining what information can be purged or archived from database.
- Perform office reception, answering telephones, typing, receives and distributes mail, and filing.
- Perform clerical duties in all areas of support staff functions: Organizes, prepares and maintain case files; formats, types and edits reports developed by officers; prepares petitions, court orders and documents essential to supervision; prepares letters, memos, recurring reports and forms; and enters statistical data into automated databases.
- All other duties as assigned.

REQUIRED COMPETENCIES (KNOWLEDGE, SKILLS AND ABILITIES):

- Knowledge of the functions, processes and policies of the court unit applicable to maintaining accurate data. Good understanding of the data being reviewed and its applicability to case records. Understanding of the applicable *Federal Rules of Procedure* and how cases proceed through the court system. Knowledge of legal terminology. Ability to analyze information from databases to identify errors and deficiencies, and make corrections when necessary.
- Knowledge of administrative principles, practices, methods, and techniques. Ability to anticipate and plan for short-term and long-term material needs of the office. Ability to evaluate and compare levels of quality versus cost. Ability to work independently and guide and organize the work of others. Ability to follow detailed instructions. Ability to deliver quality work products. Skill in negotiating to resolve problems. Skill in reviewing and analyzing procedures, policies, processes, and manuals and ability to provide actionable recommendations.
- Knowledge of and skill in using office equipment and applications, such as word processing, email, spreadsheets, automated case management systems, and other administrative computer-based systems used for the office and the court. Skill in assisting IT professionals with minor changes, repairs, or installations.

REQUIRED QUALIFICATIONS:

Applicants must have at least two years of specialized experience equivalent to work at the CL-24. Specialized experience is 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.

HOW TO APPLY:

It is recommended that applications be submitted as soon as possible. To ensure consideration, qualified applicants must submit all of the following documents:

- 1) Cover letter which clearly outlines your professional qualifications, skills and experience that demonstrate your ability to perform the duties of the position'
- 2) An updated resume;
- 3) [Judicial Branch Federal Employment application \(AO-78\)](#), which is available from the Hawaii U.S. District Court website: www.hid.uscourts.gov under FORMS and "Miscellaneous"
- 4) Copies of two most recent performance evaluations; and
- 5) Three professional references

You must submit **ALL** required documents to be considered for this opportunity; incomplete packets will not be considered. Non-submission of the required documentation listed above or an incomplete application packet may disqualify applicant from further consideration.

Please submit documents electronically via email to: careers@hip.uscourts.gov
with subject line: *VA 15-04 DQA (your name)*.

Due to the volume of applications, the U.S. Probation Office will only communicate with those individuals who will be invited for personal interviews and only applicants who are interviewed will receive a written response regarding their application status. The U.S. Probation Office is not authorized to reimburse candidates for interview or relocation expenses.

The District of Hawaii, U.S. Probation Office reserves the right to modify or withdraw this vacancy announcement, or to fill the position any time before the closing date, any of which may occur without prior written or other notice. If a subsequent vacancy of the same position becomes available within a reasonable time of the original announcement, the Chief U.S. Probation Officer may elect to select a candidate from the original qualified applicant pool.