

ARIZONA SUPERIOR COURT IN PIMA COUNTY

Pima County Juvenile Court

Job Description

Job Title: Research & Evaluation Assistant
Job Code: 8026
Pay Grade: 46
FLSA Status: Exempt



PURPOSE OF CLASSIFICATION:

Under the supervision of the Manager, Research & Evaluation, the Research & Evaluation Assistant will participate in program evaluation and research activities related to data management including data collection, data entry, spreadsheet and database development and management, and data preparation for analyses.

ESSENTIAL FUNCTIONS:

- Assists with the development of data collection instruments and related spreadsheets and/or databases.
- Develops data entry and data quality and assurance (QA) guides and protocols.
- Conducts data QA procedures and enters evaluation and other research data.
- Assists with data collection through case file reviews, case studies, surveys, focus groups, and interviews, either face-to-face or telephonically.
- Reviews data collection, entry, and QA procedures and makes recommendations for improvements.
- Creates and maintains electronic and hard-copy filing systems.
- Coordinates with probation and detention staff, other court employees, and members of community based organizations for data collection.
- Works with information technology employees to extract data from the JOLTS database.
- Assists in the preparation and dissemination of program evaluation and other research findings.

ADDITIONAL DUTIES and RESPONSIBILITIES:

- Performs other related duties and projects as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Must have knowledge and skills to operate a desktop computer and Microsoft Office software such as Outlook and Word.
- Must have intermediate to advanced knowledge of Excel and/or Access.
- Must have strong analytical skills, attention to detail and organizational skills.
- Must have the ability to communicate effectively with diverse people, including coworkers, probation and detention employees, court management, community agencies, and providers.
- Must understand basic concepts of inferential statistics (e.g., quantitative vs. qualitative

- data, statistical significance, variance).
- Must have strong writing skills, including business English, grammar, punctuation, and spelling.
- Must have the ability to work in a team environment and individually.

MINIMUM REQUIREMENTS:

A Bachelor’s degree from an accredited college or university with a major in public or business administration, social sciences or a related field and some experience collecting and/or entering quantitative and qualitative data into spreadsheets and databases and/or managing spreadsheets or databases; OR four years of work experience in research and/or evaluation, including working with spreadsheets and databases, generating data reports, conducting quantitative/qualitative data collection and analyzing, preparing and presenting research/evaluation reports; OR any equivalent combination of experience, training, and/or education approved by Human Resources.

LICENSES AND CERTIFICATES:

Must have a valid Arizona Driver’s License at time of appointment.

PHYSICAL DEMANDS/WORKING CONDITIONS:

Typically performs duties in an office environment may lift materials and/or equipment 20 lbs or less.

DISTINGUISHING CHARACTERISTICS:

This is a classified position that reports to the Manager, Research and Evaluation. The incumbent performs duties under general supervision and has no supervisory responsibilities.

Date: 04/12/2010
Revised: 08/30/11

Approved by: _____ Date _____
Manager, Research & Evaluation

Hiring Authority Date

Deputy Director, Human Resources Date