

ARIZONA SUPERIOR COURT IN PIMA COUNTY  
Pima County Juvenile Court Job Description

**Job Title:** Research & Evaluation Support Specialist  
**Job Code:** 8027  
**Pay Grade:** 35  
**FLSA Status:** Non-exempt



**PURPOSE OF CLASSIFICATION:**

Performs duties related to ensuring the completeness and accuracy of data collected through various data collection methods, the timely and accurate completion of data entry into electronic databases or spreadsheets, and the creation and maintenance of data storage systems and various data management guides and procedures.

**ESSENTIAL FUNCTIONS:**

- Reviews completed data collection forms to identify missing or inaccurate information, follows-up with court staff and staff from external agencies to obtain missing and/or correct information.
- Codes responses to open-ended survey questions using coding guides.
- Enters coded and non-coded data into databases/spreadsheets using data entry guides.
- Conducts routine data cleaning to ensure the completion and accuracy of information that has been entered.
- Prioritizes work flow to ensure that data entry deadlines are met.
- Monitors all aspects of data collection and reports issues to immediate supervisor.
- Sends reminders to program staff of deadlines for completed data collection forms submissions.
- Works with information technology and research and evaluation staff to assist with the development of data collection procedures, data entry guides, and database designs.
- Formats data collection forms and maintains logs to track updates.
- Creates and maintains Excel spreadsheets that correspond to data collection instruments, using research and evaluation protocols.
- Generates and distributes electronic quarterly evaluation reports and other reports as assigned.
- Establishes and maintains electronic and hard copy filing systems, data archives, and files hard copy forms after information has been entered.
- Works with information technology programmers to resolve evaluation database issues.
- Assists with the creation and submission of JOLTSAZ data requests to information technology report developers.
- Assists with the preparation of files to be used for data analyses.

**ADDITIONAL RESPONSIBILITIES/ DUTIES:**

- Performs other related duties and projects as assigned.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Must have knowledge of the principles and techniques of accurate, efficient data entry in alphabetic and numeric databases, primarily Microsoft Excel.
- Must have knowledge of general office procedures and methods for automated and manual record keeping.

- Must have good working knowledge and skills with computer programs such as Microsoft Word, Excel, and Outlook and with office equipment, including computers, photocopiers, printers, and calculators.
- Must have the ability to communicate effectively with a diverse group of court management and staff employees, and coworkers, community organization staff, and court-involved families.
- Must have strong organization, and problem-solving skills, and pay strong attention to detail.

**MINIMUM REQUIREMENTS:**

A High School Diploma or equivalent G.E.D. certificate and three years of work experience entering data from a variety of sources into databases and/or spreadsheets, and conducting data quality assurance activities. OR; any equivalent combination of experience, training and/ or education approved by Human Resources.

**LICENSES AND CERTIFICATES:**

None required.

**PHYSICAL DEMANDS/WORKING CONDITIONS:**

Typically performs duties in an office environment, working with a computer for extended hours, on a daily basis. May lift materials and/or equipment up to 20 lbs or less.

**DISTINGUISHING CHARACTERISTICS:**

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

Date: 04/12/10

Revised: 08/30/11; 04/09/12; 09/28/12; 09/30/13

Approvals:

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Hiring Authority

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Date

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Deputy Director, Human Resources

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Date