



Notice of Employment Opportunity

Position number: 20012009

Position Title and Salary: Data Analyst – Online Dispute Resolution Project Manager
(Temporary – ARPA) Grade 51, Step A \$72,867, B \$74,622, C \$80,305, D \$86,407, E \$92,943

Location of Employment: 18th Judicial District, Wichita, Kansas 67203

Job Duties:

The selected applicant will be responsible for comprehensive data analytics for all court processes and provide recommendations on trends and funding needs based on data collected. Work closely with the Court Program Analyst and Court Administrator to determine backlog trends and long term staffing needs. Additionally, the selected applicant will be responsible for the research, procurement, and implementation of an Online Dispute Resolution pilot program for the 18th Judicial District Court. Remote work is negotiable.

**This position is grant funded through the ARPA Federal Grant managed by Sedgwick County. Pay and benefits (when applicable) will be paid and managed by Sedgwick County. This position is funded through December 31, 2024.

Required Education, Experience and Qualities:

- Graduation from an accredited college or university with a Bachelor's Degree or 5 years of professional work experience in related fields that demonstrate the ability to carry out job duties and responsibilities.
- Strong mathematical skills to help collect, measure, organize and analyze data
- Knowledge of programming languages like SQL, Oracle
- Proficiency in statistics and statistical packages like Excel to be used for data set analyzing
- Knowledge of data visualizations software like Microsoft SSRS or Tableau
- Knowledge of how to create and apply the most accurate algorithms to datasets in order to find solutions
- Problem solving skills.
- Accuracy and attention to detail.
- Adept at queries, writing reports and making presentations
- Team working skills
- Verbal and Written communication skills
- Proven work experience in data analysis

Technical Requirements:

- Query Basics, Writing Queries against Databases, Report Building, Enterprise Custom Report,
- Interpreting data and providing recommendations;
- Knowledge of Kansas court procedures or ability to learn processes quickly;

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- Ability to identify and understand problems and to determine the appropriate measures to take to solve those problems;
- Interpersonal skills, including the ability to establish and maintain effective working relationships with others;
- Ability to initiate and carry out projects with a high degree of independence;
- Ability to organize work, prioritize assignments, establish clear work expectations and standards, and communicate effectively orally and in writing;
- Ability to work well under pressure and within limited time frames;
- Knowledge of business English and legal terminology, spelling and grammar
- Ability to follow written and oral instructions

Apply in person: District Court Administrative Office
Sedgwick County Courthouse
525 N. Main, 11th Floor
Wichita, KS 67203

Online: <https://www.kscourts.org/Public/Court-Careers>

Application can be found at: <https://www.dc18.org/careers>

Application deadline: Open until filled

The Americans with Disability Act ensures your right to reasonable accommodations during the employment process. A request for an accommodation will not affect your opportunity for employment with the Judicial Branch. It is your responsibility to make your needs known to the Judicial Branch at ada@kscourts.org. TDD users may call through the Kansas Relay Center at 800-766-3777 or 711.

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