



Data Specialist – Attorney

Job Description

Department: Attorney
Position: Career Service
Grade: 720
Supervisory: No
Reports to: Chief Deputy – County Attorney

Summary

Under general guidance and supervision of the Chief Deputy – County Attorney, performs professional level research and statistical work in gathering and analyzing legal issues. Creates reports and presents findings on completed analysis to department leadership. Organizes data projects within the department and coordinates similar projects with outside partners. Leads student leadership data projects and offers mentoring related to statistics.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Gather, organize, analyze, and report on data collected within the Utah County Attorney's Office.
2. Extract datasets and set up metrics to evaluate data; communicate findings and legal implications based on data analysis and statistics.
3. Oversee projects centered on improving data collection, analysis, and presentation of data.
4. Research effective data transparency for legal offices; recommend and implement approved changes based on findings.
5. Develop and implement approved sampling plans to collect representative data regarding projects; apply basic descriptive statistics to data such as measures of central tendency, variability, and correlation.
6. Conduct research studies requiring knowledge of research design and inferential statistics; develop research objectives and programs to improve the efficiency and effectiveness of services.
7. Provide technical assistance to the department on the use and application of research information; provide technical information to the Commission as requested and to other elected officials or administrators as authorized by the Commission; develop technical assistance requests for the department to improve system performance and positive client outcomes.

For Office Use Only

Job Code: 3703
Job Title: Research Analyst – Attorney
FLSA: Non-exempt
Effective Date: 8/16/2022
Public Safety: No

Worker's Compensation: Clerical
Background Level: I
Safety Sensitive: No
DOT: No
ML: Individual Contributor

8. Analyze need for independent outside support for research design, data collection, and analysis; develop research-related requests for proposals, evaluation of proposals, and selection of vendors.
9. Function as primary point of contact with contracted independent evaluator(s); complete statistical, research, outcome, and other performance components required for compliance with grants and contracts.

Knowledge, Skills, and Abilities

- Knowledge of statistical analysis
- Knowledge of data items and sources relevant to legal issues
- Knowledge of sampling and survey design
- Knowledge of research and evaluation design and practice
- Knowledge of measurement and scaling procedures
- Knowledge of data processing and data management procedures
- Skilled in system design, data analysis/statistical analysis, and data interpretation
- Skilled in technical writing
- Skilled in development of data-driven legal metrics
- Skilled in administering surveys
- Skilled in creating and maintaining filing and record keeping systems
- Skilled in word processing and spreadsheet creation
- Skilled in utilizing statistical analysis software
- Ability to communicate effectively verbally and in writing
- Ability to work effectively with individuals from diverse backgrounds
- Ability to conduct task-oriented meetings
- Ability to interpret data and display and discuss results
- Ability to plan and coordinate projects with minimal defined guidelines
- Ability to problem solve and conceptualize systems
- Ability to read and understand technical/professional literature

Supervisory Responsibility

This position has no direct supervisory responsibility but does serve as a coach and mentor for other positions in the department.

Work Environment

This job operates in a professional office environment. This role routinely uses standard office equipment such as a laptop, desktop, smartphone, photocopiers, shredders, and filing cabinets. The noise level in the work environment is usually moderate. Work may occasionally expose the incumbent to high-stress situations, including contact with others in uncomfortable, confrontational, or emotionally charged circumstances.

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Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is required to use a high degree of manual dexterity to handle, feel, and operate objects, tools and controls, and reach with hands and arms. The employee regularly sits at a desk and is regularly required to walk, stand, or stoop. The employee works for sustained periods of time maintaining concentrated attention to detail. Specific vision abilities by this job include close vision, ability to adjust focus, and ability to distinguish between different shades of color or patterns. The employee is required to type, file, and lift supplies up to thirty (30) pounds. The employee occasionally drives a motor vehicle.

Position Type / Expected Hours of Work

Incumbent must work forty (40) hours each week to maintain full-time status. There may be availability to work out a flex schedule ahead of time that works for both the County and the employee. Occasional evening and weekend work may be required as job duties demand.

Travel

Travel is primarily local during the business day, although some out-of-area and overnight travel may be expected, up to five (5) percent.

Required Education and Experience

1. Associate degree from an accredited college or university in a field related to statistical analysis, research methods, or a similar field.
2. Two (2) years of work experience in research and statistical analysis.
3. Equivalent combinations of education and experience may also be considered.

Preferred Education and Experience

1. Preference may be given to applicants with a related bachelor's degree or experience performing research and statistical analysis related to legal issues.
2. Preference may be given to applicants with work experience in the legal field.

Additional Eligibility Qualifications

1. Applicants must possess a valid driver's license and obtain a valid State of Utah driver's license within sixty (60) days of employment.
2. Selected applicants will be required to submit to a pre-employment drug screen and background check.

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AAP/EEO Statement

It is the policy of Utah County Government to assure equal employment opportunity to its employees and applicants for employment without regard to race, color, religion, national origin, disability, age, sex, sexual orientation, genetic status or gender identity.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee of this job. Duties, responsibilities, and activities may change at any time.

Utah County Government is a drug-free workplace.

Acknowledgement below to be completed after an offer has been extended and accepted.

This job description has been approved by the Office of Human Resource Management in consultation with the Department Head.

Signature below constitutes an understanding of the requirements, essential functions and duties of the position.

Candidate / Employee _____ Date _____

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