

CAREER OPPORTUNITY



UNITED STATES DISTRICT COURT DISTRICT OF CONNECTICUT VACANCY ANNOUNCEMENT - USDC-CT 25-06

POSITION: Data Quality Analyst

OPENING DATE: May 27, 2025

SALARY RANGE: CL 25 – CL 27* (\$55,163 - \$113,305) *Depending on experience.

DUTY STATION: Hartford, New Haven, or Bridgeport, CT

CLOSING DATE: Open until filled. Preference given to applications received by June 3, 2025

Position Overview:

The United States District Court for the District of Connecticut is accepting applications for the position of Data Quality Analyst. Data Quality Analysts are responsible for ensuring the veracity and efficiency of the court's case information database; collecting, analyzing, and validating all case management, statistical, and other reports for the Court; and providing quality assurance of all electronic entries.

Representative Duties:

- Maintains accuracy and completeness of official case records from opening to final disposition.
- Checks the accuracy of daily data entries. Maintains user error log. Reviews entries made to the court.
- Researches, prepares and distributes statistical reports. Types, formats, edits, and runs reports.
- Performs edits and corrective action to ensure the accuracy of data, files, and records. Tests new events.
- Verifies dictionary changes before they are put into production. Tests new events. Coordinates further testing with managers and other staff as applicable.
- Performs case assignment functions.
- Collaborates, as needed, with users to recommend appropriate actions and/or training to correct or remedy issues presented. Also recommends improvement of work processes, operating methods, and data entry systems.
- Receives and addresses electronic case filing questions. Collaborates with the CM/ECF Administrator regarding CM/ECF matters and initiatives.
- Maintains user permissions in CM/ECF and JENIE, administering the user permissions according to established protocols.
- Provides assessment of CM/ECF training needs including the creation of training and procedural manuals for court personnel, chambers staff, the bar, and other users. Responds to training requests identified by managers.
- Assists with implementation of CM/ECF policies, procedures, and standards. Assists with

reviewing, researching, developing, and recommending policies for the court unit.

- Drafts and maintains manuals, handbooks, job aides, web content, and other training and reference materials.
- Troubleshoots docketing/system errors, working directly with users to identify and explain the causes of errors and actions necessary to prevent reoccurrence. Analyzes CM/ECF processes and procedures required to streamline court operations.
- Attends conferences, training, and meetings as directed.
- Participates in the training of new deputy clerks regarding quality assurance procedures.
- Performs civil and criminal docketing.
- Performs other duties as assigned.

Qualifications and Requirements:

- Knowledge of the Local and Federal Rules of Procedure.
- Ability to communicate effectively orally and in writing.
- Ability to interact effectively and appropriately with the public, chambers staff, and other employees; provide customer service and resolve difficulties while complying with regulations, rules, and procedures.
- Skill in the use of computer applications and programs.
- Strong attention to detail and organization skills; ability to multi-task in order to successfully meet job objectives and deadlines.
- Ability to work independently as well as interact with all workgroups within the office.
- Possess strong self-motivation, initiative, and attention to detail.
- Ability to maintain strict confidentiality.
- Ability and willingness to travel occasionally to divisional offices.

Preferred Qualifications:

- Skill in writing and reviewing procedures, policies and manuals.
- Advanced knowledge of case opening, closing, and docketing.
- Knowledge of the Administrative Office reporting requirements and deadlines.

How to Apply:

Submit resume, with cover letter and the Judicial Branch Federal Employment Application (AO 78) by email only, to: Human Resources Department @ Email: HR_department@ctd.uscourts.gov

Applicants must also submit a narrative statement addressing the following:

1. Why are you interested in the Data Quality Analyst position?
2. What experience do you believe qualifies you for this position?

Applications for Judicial Branch Federal Employment (AO 78) may be obtained at:

<https://www.uscourts.gov/forms/human-resources-forms/application-judicial-branch-federal-employment>

The Court will communicate only with those applicants who are selected for an interview. No phone calls please.

Benefits:

- A minimum of 12 paid holidays per year
- Paid annual leave in the amount of 13 days per year for the first three years, 20 days per year after three years, and 26 days per year after fifteen years
- Paid sick leave in the amount of 13 days per year
- Retirement benefits
- Optional participation in Thrift Savings Plan
- Optional participation in choice of Federal Employees' Health Benefits
- Optional participation in choice of Federal Employees' Group Life Insurance
- Optional participation in the Flexible Benefits Program
- Optional participation in the Commuter Benefit Program
- Credit, time in-service, for prior government service for employees of other federal agencies, as well as time for those with prior military service, will be taken into consideration when computing leave accrual and retirement benefits.

Conditions of Employment:

- Applicants must be U.S. citizens or eligible to work in the United States.
- Successful candidate will be subject to a background investigation and FBI fingerprint check as a condition of employment. Any applicant selected for a position will be hired provisionally pending successful completion of the background investigation.
- Mandatory electronic direct deposit of salary payment.
- Employees are required to adhere to the Code of Conduct for Judicial Employees (available to applicants to view at the court website: www.ctd.uscourts.gov).
- Employees of the U.S. District Court are Excepted Service Appointments. Excepted service appointments are at will and can be terminated with or without cause by the court.

The District of Connecticut is an Equal Opportunity Employer and values diversity and inclusion.