

UNITED STATES DISTRICT COURT

Western District of North Carolina

Job Announcement Number: 23-08

Position Title: DATA QUALITY ANALYST

Starting Salary: \$50,316 - \$81,771 (RUS Pay Table)
\$55,266 - \$89,867 (Charlotte / Statesville Pay Table)
(Depending on Qualifications)

Grade Level: CL 26-27

Position Location: Charlotte, Statesville, or Asheville*

Open Date: May 8, 2023

Closing Date: June 5, 2023

**Asheville is on the Rest of the United States CPS Pay Table 01*

The United States District Court for the Western District of North Carolina is accepting applications for a Data Quality Analyst. The duty station can be in any divisional office of the Western District. Duty stations are as follows: Charlotte, Statesville and Asheville, NC. The duties specified herein are intended to provide generalized examples of the major duties and responsibilities that are performed by the incumbent.

PRIMARY DUTIES:

- Review, identify, and research the accuracy, timeliness, and quality of data entered into the case management database at an organizational level. Document and correct database errors, and/or provide functional instruction to case management staff on error resolution.
- Provide second level quality control for identified docket entries district wide.
- Work closely with case management staff and information technology staff in recommending and implementing new case management functionality. Test new case management system releases from the Administrative Office.
- Prepare and distribute monthly and quarterly statistical reports. Type, format, edit, and run reports.
Perform edits and corrective actions to ensure the accuracy of data, files, and records.
- Assist with the testing of new events. Generate deadlines and deficiency notices for missing documents. Archive records. Respond to research requests and prepare reports. Design, implement, and perform quality control audit procedures and practices.
- Respond to CM/ECF inquiries, attorney training questions, and assist in responding to questions about ECF for other court units.
- Monitor and manage the registration process for attorneys meeting criteria for mandatory e-filing. Research and review Motions for Exemption from mandatory e-filing and make recommendations to Chief Deputy/Clerk of Court.
- Collaborate with members of the management team and recommend appropriate actions on operational issues.

QUALIFICATIONS

General knowledge of federal and local rules, legal terminology, and legal documents. Case administration experience. Ability to communicate clearly and effectively both orally and in writing. Advanced knowledge of case opening, docketing, report development and design. Knowledge of the Administrative Office reporting requirements and deadlines. Knowledge of the applicable Federal Rules of Procedure. Knowledge of legal terminology. General knowledge of how cases proceed through the court system. Knowledge of internal control policy and procedures. Ability to understand and follow detailed instructions. Ability to review filed documents to determine whether procedural requirements have been met. Knowledge of the boundaries of authority. Ability to multi-task under strict deadlines.

HOW TO APPLY

Applicants must submit the following in a single PDF document;

INCOMPLETE APPLICATION PACKAGES WILL NOT BE CONSIDERED

- **Cover letter and resume**
- **Copy of most recent performance evaluation**
- **AO 78 – Application for Federal Judicial Branch Employment***

***This form can be found on our website at www.ncwd.uscourts.gov**

Complete applications should be submitted via e-mail to hr_wdnc@ncwd.uscourts.gov by close of business on Monday, June 5 at 5:00 p.m. All application materials should be sent as a **single PDF document**. Please reference Job Announcement # 23-08.

INFORMATION FOR APPLICANTS

The United States District Court reserves the right to modify the conditions of this job announcement, or to withdraw the announcement, any of which may occur without prior written or other notice. More than one position may be filled from this posting. In the event that a position becomes vacant in a similar classification, within a reasonable time of the original announcement, the Clerk of Court may elect to select a candidate from the applicants who responded to the original announcement without posting the position.

BENEFITS

The judiciary offers several exceptional benefits to its employees. As a judiciary employee, you may be eligible to participate in the following benefits programs:

- Health Insurance
- Dental and Vision Insurance
- Thrift Savings Plans (Retirement savings plan) with a government matching contribution
- Life Insurance
- Paid Annual and Sick Leave
- 13 Federal Holidays per year
- Flexible Spending Accounts (Medical and Dependent Care)
- Commuter Benefit Program
- Long Term Care Insurance

Additional information about federal judiciary benefits and compensation can be found on the United States Courts website career page at: <http://www.uscourts.gov/Careers.aspx>

Additional Information

- This is a sensitive position within the Judiciary. The successful candidate is hired provisionally, pending the results of an FBI fingerprint and criminal background check.
- Employees must adhere to the Code of Conduct for Judicial Employees which is available at <http://www.uscourts.gov/rules-policies/judiciary-policies/code-conduct/code-conduct-judicial-employees>
- Excepted service appointments are AT WILL and can be terminated with or without cause by the court
- Electronic Funds Transfer is mandatory for salary payments

The Western District of North Carolina is an Equal Employment Opportunity Employer.