



DELAWARE JUDICIARY  
ADMINISTRATIVE OFFICE OF THE COURTS

Posting #AOC0102N21

**Statewide Data Management Analyst**

**Apply by:** January 25, 2021

**Contract Amount:** Grant funding for the Statewide Data Management Analyst is up to \$56,600 annually (33 months of grant funding).

**Location:** This position is located in the City of Wilmington but statewide travel will be required.

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**Summary Statement:**

The Administrative Office of the Courts (“AOC”) is an entity within the Judicial Branch of Delaware that provides support services for the Delaware Courts. The AOC is the recipient of grant funding through the Delaware Criminal Justice Council, funded through the U.S. Department of Justice, Bureau of Justice Assistance. The goal of this grant is to support the enhancement of the problem-solving courts throughout the state of Delaware specifically in reference to the implementation of a data management system. Problem-solving courts are specialized programs within the criminal justice system that provide alternatives to incarceration and instead require involvement in treatment and other necessary resource mandates.

**Essential Functions:**

This contract, with a maximum limited term of 33 months, will provide for the services of one full-time statewide data management analyst. Funding for the contract amount is predicated on federal grant funds. Under the supervision of the AOC, this position will serve as the state expert on the newly implemented, comprehensive, case and data management system used by the problem-solving courts. This position will work with the AOC and the courts to design and implement data collection methods and provide research and analysis to support planning and policy development for the problem-solving courts. This position will work with the vendor to design the database, collect requirements and coordinate data definition. Responsibilities will include analyzing and assessing data, problems, and issues and their impact on programs and planning. This position will provide on-site technical assistance and training to local team members and support the entry of data (retroactive and present). This position will be responsible for the preparation, publication

and presentation of statistical reports. This position will evaluate compliance with the relevant components outlined in the Delaware Best Practice Standards for Problem-Solving Courts.

**Essential Skills and Qualifications:**

1. Possession of a Bachelor's degree or higher in Public Administration, Measurement or Research or a related field with coursework in statistics, **OR** at least three years' experience in planning, policy, research or evaluation.
2. Experience compiling requirements from multiple sources to support the design of a data management system.
3. Experience in data analysis.
4. Experience in developing policies/procedures or strategic planning.
5. Experience in preparing narrative reports/documents.
6. Experience in training.
7. Excellent writing skills are a must.
8. Ability to communicate courteously and effectively, both orally and in writing, with a varied audience such as court clerks, case managers, and judges.

**Other Conditions:**

1. A satisfactory criminal background check is required as a condition of employment.
2. Strict adherence to confidentiality policies.
3. Direct deposit of paychecks.

Interested individuals should submit a **letter of interest and resume no later than January 25, 2021** by any one of the formats listed below prior to the closing date of this announcement

1. Send your letter of interest and resume as an email attachment with the words "Statewide Data Management Analyst" in the subject line to [apps.aoc@state.de.us](mailto:apps.aoc@state.de.us) (**preferred method**).
2. Fax your letter of interest and resume to (302) 255-2217, Attention: Human Resources.
3. Mail your letter of interest and resume to:

Administrative Office of the Courts  
Attn: Human Resources  
405 N. King Street, Suite 507 Wilmington,  
DE 19801