



UNITED STATES PROBATION AND PRETRIAL SERVICES

District of Minnesota

CAREER OPPORTUNITY

Posting Date: February 4, 2021

Closing Date: Open until filled.

Preference given to resumes received by **February 26, 2021**, at 5:00 p.m. CST.

Area of Consideration: Only open to current judiciary employees.

POSITION DESCRIPTION

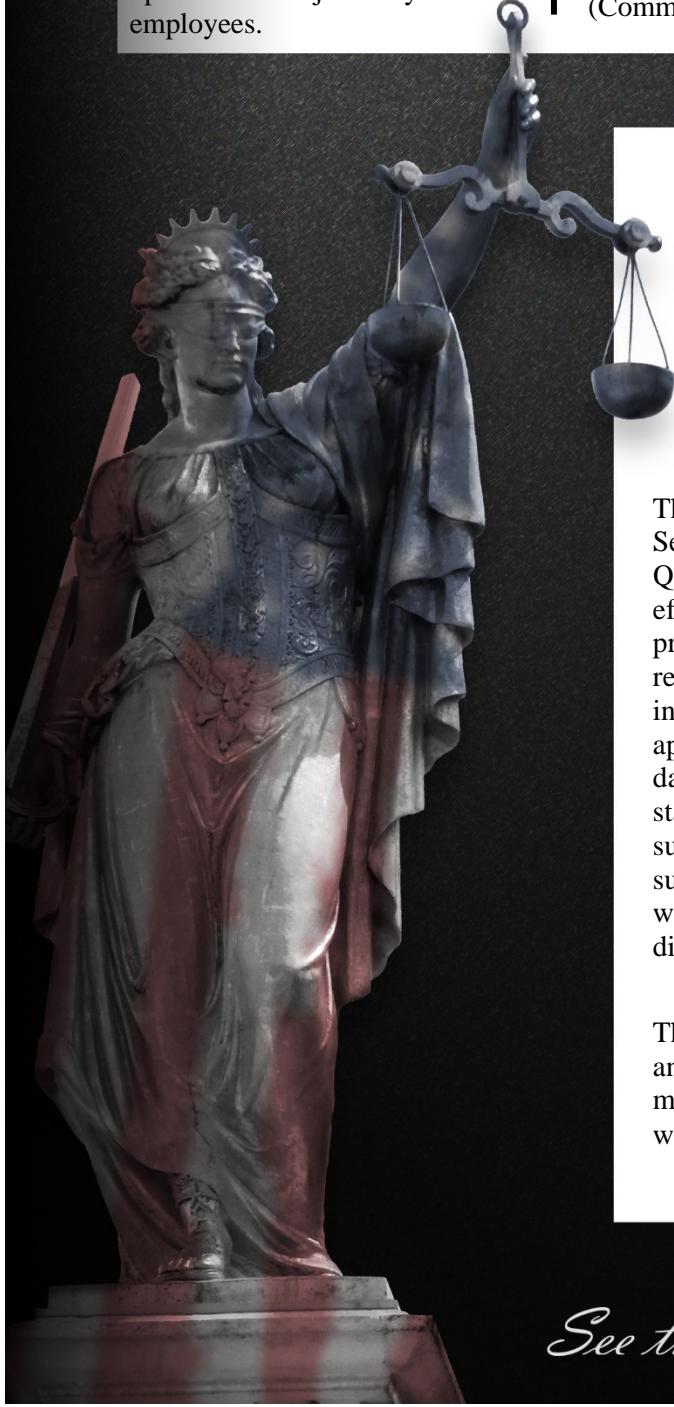
Position Title: Data Quality Administrator

Vacancy Number: 2021-04

Vacancies: Full-time (One)

Location: Minneapolis, MN or St. Paul, MN

Classification and Salary Range: CL-27 \$55,593 to \$90,374
(Commensurate with experience)



THE DISTRICT

U.S. Probation and Pretrial Services in the District of Minnesota has its headquarters in the U.S. Courthouse located at 300 South Fourth Street, Suite 406, Minneapolis, Minnesota. There are field offices located in Bemidji, Duluth, Fergus Falls, and Saint Paul. The Probation and Pretrial Services Office serves the Judicial District of Minnesota which includes 87 counties.

INTRODUCTION

This position is located in the U.S. Probation and Pretrial Services Office in Minneapolis, Minnesota. The Data Quality Administrator is responsible for the veracity and efficiency of the case information system. The incumbent provides quality assurance of all electronic entries through research and analysis of both accuracy and timeliness of information. The Data Quality Administrator recommends appropriate actions, conducts training, maintains the client database, tests new releases, and acts as a lead for support staff in the absence of supervisor. The incumbent will supervise employees involved in operational activities that support line officers, to include assigning and reviewing work, evaluating performance, and recommending disciplinary actions.

This position is contingent upon budget availability and anticipated vacancies due to restructuring. This position may require irregular work hours, to include nights, weekends, and holidays.

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**REPRESENTATIVE DUTIES**

- Supervise employees involved in operational activities that support line officers, to include assigning and reviewing work, evaluating performance, and recommending disciplinary actions. Assist in developing work standards. Supervise, delegate, and prioritize workload. Implement staff procedures and conduct staff meetings. Identify issues and resolve disputes. Train staff and make recommendations regarding employee appointments, promotions, and separations.
- Review, identify, and research the accuracy, timeliness, and quality of data entered into the case management database at an organizational level. Develops reports to ensure timeliness of case openings and the accuracy of dispositional data. Document and correct database errors on a system level, and/or provide functional instruction to staff on error resolution.
- Develops and maintains customized document templates as well as DSS reports. Schedules and distributes statistical reports from our case management database. Advises managers and users on types of specific information that can be readily extracted from existing files and databases.
- Provides oversight and technical support for all record checking retrieval systems and national systems such as e-Designate, LENS, SIRS, and DSS. May monitor undeliverable emails and take appropriate action. Prepares and maintains documentation of local programs, creating user cheat-sheets or forms, as applicable. Stay informed of any updates and changes in these systems. Create user accounts and maintains associated documentation.
- Provides end-user training for the District in use of the case management system, other record retrieval systems, and additional technology systems used by the Office. Develops and updates training aids related to the technology systems utilized with the office. Serves as a liaison between peers and management on automated programs.
- Communicate with case management staff from the administrative office and information technology staff regarding case management functionality issues. Test new case management systems releases from the administrative office.
- Respond to research requests and prepare reports. Design, implement, and perform quality control audit procedures and practices and report findings to management.
- Provide information and assistance to users on applications such as word processing and data entry. Utilizes Visual Basic for Applications (VBA) in development and/or support of document templates. Manages functionality of JEDI.

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REPRESENTATIVE DUTIES (CONTINUED)

- Collaborate with members of the management team and recommend appropriate actions on operation issues.
- Answers questions from Administrative Office staff, court employees, and the public.
- Act as lead for case management system oversight and support in the absence of the supervisor.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS

This position is open to current judiciary employees. The selected applicant must have one year of specialized experience equivalent to work at a CL 26.

SPECIALIZED EXPERIENCE

Progressively responsible clerical or administrative experience requiring the regular and recurring application of clerical procedures that demonstrate the ability to apply a body of rules, regulations, directives, or laws and involve the routine use of specialized terminology and automated software and equipment for word processing, data entry or report generation. Such experience is commonly encountered in law firms, legal counsel offices, banking and credit firms, educational institutions, social service organizations, insurance companies, real estate and title offices, and corporate headquarters or human resources and payroll operations. Advanced education may not be substituted for specialized experience.

PREFERRED QUALIFICATIONS (COURT PREFERRED SKILLS)

The successful applicant must have excellent writing skills and above average computer knowledge. The ideal candidate may also possess the following preferred skills:

- Be skilled in communicating effectively, both orally and in writing, with individuals and groups to provide information, facilitate meetings, and influence decision-makers and strive for high level achievement.
- Knowledge of current office technology (i.e. PACTS, DSS, STaTS, and SharePoint), with the ability to acquire additional knowledge and skills.
- Demonstrated leadership by showing initiative to engage in project management and establishing programs which help to achieve an organization's mission and vision.
- Demonstrated use of technology to improve a process.
- Demonstrated ability to organize, oversee, and complete multiple projects simultaneously with limited supervision.

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ENVIRONMENTAL DEMANDS

- Work is performed in an office setting.
- Some travel may be required.
- Some lifting may be required.

BENEFITS

- The opportunity to serve in a rewarding public service position.
- Accrual of paid vacation and sick leave.
- Paid federal holidays.
- Extensive health, life, dental, vision, and long-term care insurance plans.
- A defined benefit pension plan.
- On-site fitness centers.
- Traditional (pre-tax) and Roth (after-tax) retirement savings and investment plans through the Thrift Savings Plan (TSP) with employer matching contributions.
- Pre-tax transportation, medical, and childcare reimbursement accounts.
- Extensive on-line training options. Travel reimbursement for in-person training and professional conferences available, funds permitting.
- Subsidized transit program.
- Ad hoc telework, alternative work schedules, and other workplace flexibilities.
- Federal Student Loan Forgiveness eligibility.

Employees of the U.S. District Court are not classified under Civil Service.

CONDITIONS OF EMPLOYMENT

Applicants must be U.S. citizens or permanent residents seeking U.S. citizenship. Noncitizens must execute an affidavit indicating their intent to apply for citizenship when they become eligible to do so. Judiciary employees serve under excepted appointments and are considered “at-will” and may be terminated with or without cause or notice by the Court.

The United States District Court requires employees to adhere to a [Code of Conduct Policy](#).

This position is also subject to mandatory Electronic Fund Transfer (EFT) for payroll deposit.

The individual hired to perform the duties for this position may be subject to further background investigation when necessary.

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APPLICATION INFORMATION AND PROCESS

Qualified candidates should complete an application of employment and submit the following documents via our electronic applicant tracking system: <https://www.mnp.uscourts.gov/career-opportunities>

- A cover letter (not to exceed two pages) which includes a concise description of how your education, training, and work experience have prepared you for this role as outlined in this vacancy announcement. Also, include information on how you have used technology to streamline and/or improve a process.
- A resume, which includes dates of employment, duties and responsibilities, and key accomplishments;
- A copy of your two most recent performance appraisals;
- Names and contact information of three professional references. If you are selected for an interview, references may be contacted prior to the interview. The U.S. Probation and Pretrial Services Office reserves the right to contact additional references other than those provided by the applicant.

An application must be completed in its entirety, using our electronic online recruitment system, to be considered for this opportunity.

All application materials received will be reviewed to identify the best qualified candidates. Only the most qualified candidates will be invited for interviews. Due to COVID-19, first interviews will likely be scheduled via Zoom. Candidates selected to interview should ensure they possess the applicable network capability to carry out a virtual interview format. If interviews are held in person, applicants are responsible for any travel costs.

The U.S. District Court reserves the right to modify the conditions of this job announcement or to withdraw the announcement, or to fill the position sooner than the closing date, any of which action may occur without prior written notice.

THE UNITED STATES COURT IS AN EQUAL OPPORTUNITY EMPLOYER

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