



UNITED STATES DISTRICT COURT
MIDDLE DISTRICT OF FLORIDA
OFFICE OF THE CLERK
TBD Orlando or Tampa Division

VACANCY ANNOUNCEMENT

Statistical Programmer

CL 29 \$72,975 - \$91,231 (to start)

Announcement Number: 20-14 **Position Closes:** Open Until Filled **Available:** Immediately

Position Overview

The United States District Court for the Middle District of Florida seeks a Statistical Programmer who can capture, analyze, and report judiciary data and management statistics. The Middle District is one of the largest federal judicial districts with fifty judges and over 300 supporting staff (including 164 in the clerk's office). The Statistical Programmer is part of the Clerk's Office administrative staff, providing services to five divisions stretching over 350 miles. The Statistical Programmer is an essential advisor to inform comprehensively the Chief Judge and the Clerk of Court. And the Statistical Programmer serves as a resource for the court, including the judges and administrative staff. The ideal applicant will be an exceptionally well-organized innovator who can apply information technology skills toward analyzing and managing judiciary data. This meaningful career opportunity is located in either the Orlando or Tampa division.

Representative Duties

Serve as a primary source for capturing, analyzing, and reporting caseload, financial, human resource, and space data. Define problems and analyze trends using established statistical methods. Critically analyze data from different points of view for decision-making, including setting policy and allocating resources.

Use sophisticated database and data-manipulation computer applications to collect, compile, verify, analyze, evaluate, present, and disseminate data for the court and for the Clerk's Office. Clearly communicate what data feeds the statistics provided.

Initiate new ideas, concepts, and models to improve methods of obtaining and evaluating quantitative and qualitative data. Work with numerous data formats and file types to automate the transformation of the dataset. Interface with IT and use programming skills to create recurring and ad hoc reports and identify relationships and trends in data. Use system tools, SQL, and language tools to develop custom solutions, including web applications.

Test calculations, reports, and system configurations. Identify factors that could affect the results. Escalate identified risks. Question and validate assumptions.

Capture reliable, well-defined statistics that elegantly paint a picture of the court's work, trends, and other data. Design models and diagrams to show data in a clear and precise manner. Present results of thorough data-driven analysis to a non-technical audience. Write a more formal documentation using statistical vocabulary.

Communicate frequently with judges and management to ascertain the need for useful and optimally encompassing statistics. Respond professionally to requests for data. Ability to focus on the deep issue that governs the subject to which the data is addressed. Ensure the responsive data is complete, accurate, and meaningful. Balance numerous projects and set priorities with the proper sense of urgency and importance. Proactively follow up to ensure deadline and desired outcome is achieved.

Work closely with the Chief Judge and the Clerk of Court on management statistics to foster operational decision-making, develop annual budget requests, calculate staffing allocations, and support requests for additional judgeships. Conduct workforce and staffing projections based on national formulas, advising management of trends and their implications for personnel funding.

Build dynamic spreadsheets for chambers and other departments, including Finance and Interpreters. Conduct workforce and staffing projections based on national formulas, advising management of trends and the implication on personnel funding. Assist with payroll projections reports.

Ability to take initiative and ability to discuss reasoning and critically assess facts. Maintain an industry leading knowledge of the tools, systems, and process available for statistical analysis.

Serve as a liaison between the court and the Administrative Office of the United States Courts' Judiciary Data and Analysis Office. Exhibit national leadership on data governance and data stewardship. Participate in national judiciary projects as the court's professional statistical programmer.

Minimum Qualification Requirements

Four years at a progressively responsible administrative level which demonstrates the particular knowledge, skills, and abilities to successfully perform the duties of this position. Requires proficiency in SQL, Excel, programming (for example, SAS, Python, JavaScript, Visual Basic), database, and basic statistics with strong administrative, organizational, analytical, and writing ability. Requires experience with the Microsoft suite, including but not limited to Word, Excel, Adobe, and PowerPoint. Experience working with Tableau and experience in a SharePoint environment is preferred. Court experience is unnecessary. Bachelor's degree in Statistics, Math, Economics, or a related field is preferred.

- Excellent customer service skills and the ability to deal with a wide variety of people tactfully and courteously;
- Accuracy and attention to detail;
- Strong organizational skills and the ability to handle multiple assignments with frequent interruptions;
- Ability to communicate effectively both orally and in writing;
- Strong interpersonal skills and the desire to work in a fast-paced, team environment;
- Ability to maintain confidentiality and use sound judgment;
- Professional demeanor and strong work ethic;
- Excellent computer skills and ability to work with a variety of programs and applications.

Information for Applicants

To apply:

- Submit an application through <https://www.governmentjobs.com/careers/flmd>
- Attach your cover letter and resume as one PDF document named "last name, first name" (e.g. Smith, John)

Due to the number of resumes received, only applicants selected for interviews will be contacted.

THE UNITED STATES GOVERNMENT IS AN EQUAL OPPORTUNITY EMPLOYER

Applicants must be U.S. citizen or eligible to work in the United States

Employees must use the Electronic Fund Transfer (EFT) for payroll deposit

The selected candidate will be subject to a background check as a condition of employment

Employee Benefits

Employees of the United States Courts serve under excepted appointments and are considered "at-will" employees. They are, however, eligible for a comprehensive federal government benefits package including participation in the Federal Employees Retirement System (career employees), choice of a health benefit plan from several options, dental insurance, life insurance, long term disability insurance, long term care insurance, annual/sick leave, federal holidays, and periodic salary increases. See the United States Courts Website for an overview of Federal Judiciary benefits.

The United States District Court for the Middle District of Florida serves a 35-county area in mid-Florida, with a population over twelve million people. The Clerk's Office is headquartered in Orlando, with full time divisional offices in Tampa, Jacksonville, Ocala, and Ft. Myers, Florida. The Clerk's Office provides clerical and administrative support to all areas of the federal judicial administrative process.