



December 13, 2021  
Position Announcement #22-04

**UNITED STATES DISTRICT COURT  
Northern District of Illinois  
U.S. PROBATION OFFICE**

**POSITION ANNOUNCEMENT NUMBER:** 22-04

**POSITION TITLE:** Data Quality Analyst

**OPENS:** Monday, December 13, 2021

**DATE REVISED:** January 11, 2022

**CLOSES:** Friday, January 21, 2022

**TYPE OF APPOINTMENT:** Full Time / Permanent Appointment

**CLASSIFICATION LEVEL/SALARY:** CL-24 (\$42,912 - \$69,761)

CL-25 (\$47,407 - \$77,034)

*Classification level will be based on qualifications and experience.*

*Promotion potential from CL 24 to CL 25 without competition.*

**NUMBER OF POSITIONS:** One (1)

**LOCATION:** Chicago, IL

**AREA OF CONSIDERATION:** Open to the public.

**POSITION OVERVIEW:** The United States Probation Office in the Northern District of Illinois is currently recruiting for a full-time Data Quality Analyst. Data Quality Analysts are responsible for ensuring the veracity of the court's case information database according to national standards; generating, analyzing and validating all case management, statistical, and other reports for the Court; and providing quality assurance of all electronic entries.

This position has the option of a full time telework position, however periodic travel to Chicago may be required.

**REPRESENTATIVE DUTIES:**

- Respond to research requests and prepare reports for management, which may include advising managers regarding trends in statistical data that may be critical to the evidenced-based practices approach, strategic planning, workload, and budget analytics.
- Develop and implement data quality improvement reports and process improvement guides.
- Design, implement, and perform quality control audit procedures and practices.
- Extract and analyze information from databases and identify data entry errors and deficiencies.
- Conduct regular monitoring and hands-on data audits using resource documents to validate accuracy and completeness of official case records.
- Perform data edits as needed and communicate corrective action to staff and leadership when errors are found or information is missing.
- Work with users to explain the causes of errors and actions necessary to prevent reoccurrence.
- Assist with the preparation of monthly, quarterly and annual statistical reports and visualizations.
- Identify data entry errors and provide directives to staff for corrections which include recommendations to eliminate future occurrences.
- Advise staff on proper data entry according to national standards to ensure the integrity of the database and good quality data.
- Provide guidance and answer questions pertaining to data and/or entries made.

- Provide individual and group training to employees regarding data entry and the use of available features in Probation and Pretrial Automated Case Tracking System (PACTS).
- Provide training to employees on the use of reports to validate entries and resolve data issues.
- Keep staff advised of data entry procedure changes.
- Assist in testing new versions of PACTS to gain knowledge of changes in the system and training needs, prior to actual release date.
- Generate and analyze reports for auditing and quality control purposes.
- Develop ad hoc reports as requested, to capture or summarize specific data.
- Accesses various databases and law enforcement systems (BOP, SENTRY, ATLAS, NCIC) to gather information on cases, as needed.
- Serve in a back-up capacity for other Data Quality Analysts.
- Other duties as assigned.

### **QUALIFICATIONS:**

- High school graduation or equivalent.
- Two years of general work experience that indicates the candidate possesses or has the ability to acquire the particular knowledge and skills needed to perform the duties of the position is required. (Note: education beyond high school may be substituted for general work experience.)
- Candidates should be mature, responsible, poised, possess tact, diplomacy, good judgment, analytical skills, initiative and be able to work independently.
- The incumbent must have strong verbal and written communication skills, excellent customer service skills, and be computer literate, including proficiency with Microsoft applications, Adobe Acrobat and other basic computer software programs.
- A proactive and collaborative team attitude, attention to detail, and a willingness to adapt to a changing work environment are essential to maintain the Court's quality standards. The individual selected must understand and abide by the rules, policies, and regulations of the Court.
- Commitment to public service.
- Applicants must be U.S. citizens or meet the exceptions to the statutory restrictions on hiring non-citizens to work in the federal government in the continental United States.

### **PREFERRED QUALIFICATIONS:**

- Completion of a bachelor's degree from an accredited college or university in a field of academic study such as Data or Computer Science, Business or Data Analytics, Statistics, Data or Information Management.
- One year of progressively responsible experience gained after completion of a bachelor's degree, in such fields as Data Analytics, Data Management or Data Science.
- Current or previous experience using PACTS.
- Current or previous experience using Decision Support System (DSS).
- Demonstrated use of data to problem solve and identify trends.
- Skilled in communicating effectively, both orally and in writing, with individuals and groups to provide information, facilitate meetings, and influence decision-makers.
- Ability to consistently demonstrate sound ethics and judgment.
- Demonstrated use of technology to improve a process or the quality of data.

- Demonstrated project management with the ability to organize, oversee, and complete multiple projects simultaneously while meeting deadlines, with little supervision.

**BENEFITS:**

Employees of the United States Probation Office are not subject to the regulations of the Civil Service Commission. They are, however, federal employees of the Judicial Branch and are entitled to most of the same benefits as other federal government employees.

Some of the benefits are:

- Up to 13 days paid vacation per year for the first 3 years of employment, thereafter, 20 to 26 days per year, dependent upon the length of federal service.
- A minimum of 11 paid holidays per year.
- Mandatory participation in the federal retirement system and social security program.
- Thrift Savings Plan –Employer matching up to an additional 5% of employee contribution.
- Optional participation in the federal health insurance program of your choice.
- Optional vision and dental programs.
- Optional participation in the flexible spending program for health and dependent care.
- Optional participation in the commuter reimbursement program.
- Optional participation in a group life insurance program.
- Possible participation in Federal Public Service Loan Forgiveness Program.
- Onsite fitness center.

When computing leave accrual and retirement benefits, time in service with other federal agencies, as well as time for prior military service is taken into consideration.

**APPLICATION PROCEDURE:**

You may apply by submitting the following as a **single PDF document**:

- Cover letter and resume
- Completed AO-78, Application for Judicial Branch Federal Employment found on our website at [https://www.ilnp.uscourts.gov/pdfs/AO\\_078.pdf](https://www.ilnp.uscourts.gov/pdfs/AO_078.pdf).
- Copy of two most recent performance appraisals

Complete applications should be submitted via e-mail to [human\\_r\\_ilnp@ilnp.uscourts.gov](mailto:human_r_ilnp@ilnp.uscourts.gov) by close of business on **December 24, 2021 at 5:00 p.m.** All application materials should be sent as a **single PDF document**. Please include the Position Announcement # and Position Title in the Subject line of the email. **Failure to follow directions and/or submit a complete packet may disqualify you from consideration.**

**IMPORTANT NOTICE!**

Candidates for employment must be fully vaccinated (i.e., at least 2 weeks after last dose) for COVID-19 and, if hired, present proof of vaccination by start date or submit a request in writing for an exemption to this requirement on the basis of a sincerely held religious belief or medical condition.

**All applications must be submitted by Friday, December 24, 2021. Only electronic submissions will be accepted.** Applicants must be a citizen of the United States or eligible to work in the United States. All employees are required to adhere to the Code of Conduct for judicial employees. The incumbent will be subject to local and federal background investigations and may be subject to submit a recent credit report. This position is subject to mandatory electronic funds transfer for payment of net pay. The U.S. Probation Office reserves the right to interview only those applicants who have demonstrated that they possess these preferred qualifications. Due to the volume of applicants received, the probation office will contact only those applicants who will be tested or interviewed.

**The Probation Office 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.**

***THE UNITED STATES PROBATION OFFICE IS AN EQUAL OPPORTUNITY EMPLOYER AND IS COMMITTED TO A DIVERSE AND INCLUSIVE WORKFORCE.***