Circuit Court for Baltimore City
Research Analyst II

The Research Analyst II is a professional research role supporting the Circuit Court for Baltimore City. This position plays a critical role in policy evaluation and business process improvement by collecting, analyzing, and reporting on operational and case data to support data-informed decision-making. The Analyst will work collaboratively with judicial officers, court staff, and administrators to enhance court performance, evaluate the effectiveness of programs and services, and ensure efficient use of court resources. The incumbent will report to the Court Administrator.

Major Responsibilities
- Collect, extract, and compile data from court systems (e.g., Odyssey) related to case management, docket codes, event codes, orders, and timelines.
- Perform statistical analyses and evaluations of time standards compliance, court performance, and service delivery effectiveness.
- Prepare recurring and ad hoc statistical reports, including the Annual Case flow Assessments and other required performance summaries.
- Develop data visualizations and dashboards as needed for internal and external stakeholders
- Provide expert-level data analysis to judges, department heads, and administrative staff.
- Assist in revising or drafting standard court orders and procedural forms based on data trends and state standards.
- Support initiatives to improve case proceedings efficiency and program accountability.
- Recommend and support business improvements grounded in empirical research and court performance metrics.
- Participate in committees or working groups on data integrity and performance evaluation.

Minimum Qualifications

Bachelor's degree from an accredited college or university in public policy, criminal justice, data science, statistics, or a related field.

Demonstrate experience in research, data analysis, or performance evaluation in a professional setting.

Strong proficiency with data analysis tools (e.g., Excel, SQL, statistical software such as SPSS, R, or SAS).

Preferred

Master's degree in statistical analysis, public administration, law, court administration, or a related discipline.

Familiarity with court case management systems (preferably Odyssey) and Maryland judicial procedures.

Experience in a public sector, court, or legal environment.

Knowledge of judicial statutory state time standards and judicial performance metrics.

Knowledge, Skills, and Abilities
- Exceptional analytical and problem-solving skills.
- Ability to synthesize complex data into actionable insights and present findings clearly to diverse audiences.
- Strong written and verbal communication skills
- Excellent attention to detail and ability to manage multiple projects and deadlines.
- Ability to work collaboratively and maintain confidentiality in a legal environment.

Compensation:

This is a full-time grant-funded position with benefits. The starting salary is $74,803 annually. The salary range is $74,803 - $119,684.

To Apply:

This position will be open until filled. Please submit a cover letter, resume, transcript, and a list of references to:

Ms. Jacqueline Hale, Human Resources
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111 N. Calvert Street, Room 244
Baltimore, Maryland 21202
jacqueline.hale@mdcourts.gov
Fax: 410-396-1545; TTY 396-4930

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**No phone calls please*

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