



**UNITED STATES PROBATION OFFICE**  
**DISTRICT OF KANSAS**

**Position Titles:** Data Quality Analyst – Vacancy # A20 - 09  
**No. of Positions:** One  
**Location:** Topeka, Wichita, or Kansas City, Kansas  
**Opening Date:** July 22, 2020  
**Closes:** Open until filled; preference given to applications received by August 5, 2020  
**Salary Range:** \$42,302 - \$64,660 \* (CL 25/1 - CL 27/25)

\*Starting salary is commensurate with qualifications and based upon Court Personnel System (CPS) [guidelines](#). Previous federal government service or professional background providing extensive specialized experience may qualify an applicant for salary placement above step 01 of the appropriate classification level, up to a maximum of step 61, \$84,057.

*As an Equal Opportunity Employer, we value diversity in our workforce.*

**POSITION OVERVIEW:**

The primary focus of the job is to ensure the quality of data entered into databases and to monitor the workflow through the probation and pretrial services process. The Data Quality Analyst reports where input errors are found and recommends corrective action, including developing or revising procedures for data entry. The Data Quality Analyst develops and creates statistical reports to support the mission of the agency.

The District of Kansas is an evidence-based organization, meaning that work is approached in a manner that has been empirically researched and proven to have measurable positive outcomes for defendants and offenders.

**REPRESENTATIVE DUTIES:**

- Maintains accuracy and completeness of substance abuse/mental health services and other databases, and monitors the accuracy and quality of data entered and stored.
- Advises management of data entry errors, recommends corrective action, and develops proposed data entry procedures. Work directly with users to improve the quality of data.
- Routinely determines information to be purged or archived from databases based on national guidelines.
- Works with management to identify, develop, and deliver effective, accurate substance abuse and mental health contract statistical reports.
- Performs other duties as required by the U.S. District Court and the Chief Probation Officer.

**QUALIFICATIONS:**

***Mandatory***

High school diploma or equivalent, two years of general experience\*, and one year of specialized experience equivalent to at least grade CL 24. General experience is progressively responsible clerical, office, or other work that indicates the possession of, or the ability to acquire, the particular knowledge and skills needed to perform

the duties of this position. Specialized experience is 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.

\*Education above the high school level may be substituted for required general experience.

***Preferred***

The successful applicant will should be highly organized and possess good judgment, initiative, and maintain a professional appearance and demeanor. Time management skills, accuracy and attention to detail are exceptionally important. Must be able to balance the demands of varying workload responsibilities and deadlines.

**APPLICATION PROCEDURE:**

To apply for this position, applicants must submit the following application materials in a single Adobe PDF document via email to [hr@ksd.uscourts.gov](mailto:hr@ksd.uscourts.gov).

1. cover letter
2. professional resume
3. completed application for Federal Employment (AO 78) and Supplemental Application Form located on the Court's website (you need to download/save form to your computer, then complete, then re-save)

Internal District of Kansas Applicants: Please submit a statement of interest and resume to: [HR@ksd.uscourts.gov](mailto:HR@ksd.uscourts.gov).

**CHARTER FOR EXCELLENCE:**

We, the members of Probation and Pretrial Services for the United States Courts for the District of Kansas, are an agency who provide the Judiciary and the community with superior service by completing quality investigations and reports, seeking alternatives to detention, and delivering a high standard of effective supervision. We are dedicated to providing protection to the public and assisting in the administration of justice, demonstrating fairness and mutual respect to all in the performance of our duties. We achieve success through interdependence, collaboration, and local innovation. We are committed to excellence as a system and to the principles embodied in this Charter.

**\*\*\* THE UNITED STATES DISTRICT COURT IS AN EQUAL OPPORTUNITY EMPLOYER \*\*\***

*The Court reserves the right to modify the conditions of this job announcement or to withdraw the job announcement, any of which actions may occur without any prior written notice. This position is subject to mandatory favorable background checks. The U.S. Courts require employees to adhere to a [Code of Ethics and Conduct](#). Due to the volume of applications received, the Court may only communicate to those individuals who will be interviewed for open positions. Travel and relocation expenses will not be paid. Applicants must be United States citizens or [eligible to work for the United States Government](#).*