

Data Quality Analyst II

Starting Salary: \$59,683 - \$97,043 (CL 27)

Vacancy Announcement #25-05; Type of Appointment: Full Time

Date opened: April 18, 2025; Closing date: May 6, 2025

Area of Consideration: Internal only; Location of Position: Indianapolis

The U.S. Probation Office for the Southern District of Indiana is accepting applications for the position of Data Quality Analyst II. The Data Quality Analyst II is responsible for ensuring the veracity and efficiency of the Probation Automated Case Tracking System (PACTS) through extraction and analysis of data. The incumbent will research, analyze, and interpret data and communicate the results to management and end-users. The DQA II will also conduct staff training, test new releases, and coordinate the implementation of any PACTS-related projects or initiatives. Additionally, this incumbent will perform and coordinate administrative, technical, and professional work, ensuring the Probation Office's case management system, SharePoint and internet sites, and other programs maximize and further the mission of the office. The Data Quality Analyst II will be under the direct supervision of the Deputy Chief Probation Officer.

THE POSITION: Responsibilities include, but are not limited to:

- Ensure accuracy and completeness of the PACTS database by way of analysis and constant evaluation of policies, practices, and data. Perform edits and take corrective actions as necessary. Also generate deadlines and deficiency notices for missing or incorrect data. Assist staff with complex entries or corrections.
- Advise users on proper data entry, modification, and retrieval procedures necessary to ensure the integrity of the database.
- Provide training to new employees on PACTS, as well as provide follow-up training and documentation to end-users on an as-needed basis. Assist in the production of training materials, including on-the-job manuals.
- Provide guidance and assist staff with data entry questions. Perform data entry as required.
- Remain current and knowledgeable of all Probation Office case management systems' national updates and new generations provided by the Administrative Office.
- Test new application releases, document changes, and advise appropriate staff.
- Conduct research and make recommendations to managers regarding agency policies and procedures related to the case management system.
- Perform edits and corrective actions to ensure the accuracy of data, files, and records. Tests new events.
- Generate, analyze, and report quality control information. Generate statistical and other reports for review by management. Communicate on a regular basis with the management team regarding quality of data.
- Assist with project process improvement for database initiatives.
- Analyze reports as needed for auditing and quality control purposes.
- Maintain the office SharePoint and Internet sites.
- Performs other duties as assigned.

REQUIRED EDUCATION/EXPERIENCE: To qualify, an applicant must have a high school diploma or equivalent as well as two years of specialized experience. Specialized experience is defined as 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.

The successful applicant will also have excellent verbal and written communication skills, the ability to communicate effectively with a variety of people, excellent organization and time management skills, and the ability to successfully manage multiple competing priorities while processing a high volume of work with attention to detail and a high level of accuracy. Additionally, experience which reflects the ability to work well under pressure and deal with change, the

ability to perform detail-oriented work with limited supervision, and excellent spelling, grammar, and proofreading skills are required.

STRONGLY PREFERRED QUALIFICATIONS: Bachelor's Degree or certification in a related field. Excellent computer knowledge with experience in the Windows operating environment, word processing, and database applications. Demonstrated use of data to problem solve and identify trends. Strong attention to detail. Ability to demonstrate sound ethics and judgment and maintain court confidentiality requirements. Ability to acquire the knowledge and skills needed to perform the duties of the position pursuant to national and local policies, procedures, guidelines, and processes. Skill and ability to input, extract, analyze, and reconcile information/data from databases, reports, and paperwork for the purpose of reconciliation and problem solving.

BACKGROUND INVESTIGATION: A background investigation with law enforcement agencies, including fingerprint and criminal records checks, will be conducted. The selected applicant(s) will be hired provisionally pending successful completion of the background. The incumbent may be subject to periodic reinvestigation.

APPLICATION PROCEDURE: Interested applicants should submit a cover letter, completed application (AO-78) and a resume by e-mail to HRSubmit@insp.uscourts.gov, or mail. If sending by email, PDF format is preferred, but Word documents will be accepted. The subject line for e-mail submissions should have the applicant's name and Data Quality Analyst II (#25-05). Mailed applications should be addressed to: Personnel - CONFIDENTIAL (#25-05), U.S. Probation Office, 101 U.S. Courthouse, 46 East Ohio Street, Indianapolis, IN 46204.

The letter should address your experience relative to the position of Data Quality Analyst II, why you would like to serve in this capacity in the Southern District of Indiana, and how your selection would benefit the district. Applications may be obtained from: <http://www.insp.uscourts.gov/career-opportunities>. Applications that are incomplete, faxed, or do not conform to the above instructions will not be considered. To ensure consideration, completed application materials must be received or postmarked by midnight May 6, 2025.

INFORMATION FOR APPLICANTS: Applicants must be United States citizens or eligible to work in the United States. Submission of false or fraudulent information on or attached to an application may be grounds for non-selection, withdrawal of an offer of employment, or dismissal after being employed. All information is subject to verification. Applications and enclosures will not be returned. The most suitable applicants will be invited to participate in an interview and testing at their own expense. Travel and relocation expenses will not be paid. Due to the volume of applications received, the Probation Office may only be able to communicate with those individuals 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, either of which may occur without prior written notice.

This office provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and interviewing process, please notify the local human resources representative. The decision on granting reasonable accommodations will be made on a case-by-case basis.

Employees of the U.S. Probation Office are Excepted Service and are required to adhere to a Code of Conduct which will be made available for review by applicants upon request. Employment with the U.S. Probation Office is at will and is subject to termination by the appointing authority. This position is subject to mandatory electronic deposit of salary payment.

The Southern District of Indiana is an Equal Opportunity Employer