

**UNITED STATES DISTRICT COURT  
EASTERN DISTRICT OF PENNSYLVANIA  
PROBATION OFFICE**

**MANUEL A. JIMENEZ**  
Chief U.S. Probation Officer

**JONATHAN J. HENSHAW**  
Deputy Chief U.S. Probation Officer

**CENTRAL OFFICE**

**WILLIAM J. GREEN FEDERAL BUILDING**  
600 ARCH STREET, SUITE 2400  
PHILADELPHIA, PA 19106-1679  
215-597-7950  
FAX: 215-597-8856



**DIVISIONAL OFFICES**

**EDWARD N. CAHN FEDERAL BUILDING**  
504 W. HAMILTON STREET, 1st FL  
ALLENTOWN, PA 18101  
610-434-4062  
FAX: 610-434-6448

**THE GATEWAY BUILDING**  
201 PENN STREET, 1ST FL  
READING, PA 19601  
610-320-5253  
FAX: 484-878-6325

**VACANCY ANNOUNCEMENT**

*The United States Probation Office for the Eastern District of Pennsylvania is accepting applications for the position of **Data Quality Analyst**.*

---

**VACANCY:** #25-01  
**POSITION:** Data Quality Analyst  
**LOCATION:** Philadelphia, PA  
**OPENING DATE:** December 6, 2024  
**CLOSING DATE:** December 20, 2024  
**GRADE/SALARY RANGE:** Pay Table PHL  
CL 25 - \$52,783- \$85,794  
(Beginning Step within Classification will vary depending on qualifications, experience, and funding availability. Salary progression based on acceptable performance.)

---

**JOB SUMMARY:**

The Data Quality Analyst is responsible for ensuring the veracity of the 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. The Data Quality Analyst recommends appropriate actions, conducts training, maintains the client database and user access, and tests new releases.

**REPRESENTATIVE DUTIES AND RESPONSIBILITIES:**

- Reviews, identifies, and researches the accuracy, timeliness, and quality of data within the case management database and completes necessary updates. Develops reports to ensure timeliness of case openings and accuracy of dispositional data. Ensures documentation and correction of database errors and/or provides functional instruction to staff on error resolution.
- Develops and maintains customized templates and statistical reports, using a variety of software applications. Schedules and distributes reports from the case management database. Advises and assists managers and users on types of specific information that can be readily extracted from

existing files and databases.

- Provides end-user training for use of the case management and records retrieval systems. Develops and updates training aids related to technology systems utilized within the office. Serves as a liaison between peers and management on automated programs.
- Communicates and evaluates case management functionality issues, to include new releases from the Administrative Office. Responds to research requests and prepares reports. Designs, implements, and performs quality control audit procedures and practices and reports findings to management.
- Serves as the agency administrator and/or point of contact for additional appropriate databases that support law enforcement functions, including tracking cases.
- Performs administrative duties, to include, but not limited to, office reception, electronic data entry, and other administrative functions.
- May be assigned duties as PACTS administrator and duties as agency manager for CM-ECF.
- Retrieves and distributes documents relating to court business, the Bureau of Prisons, etc.
- Works with the management team to assess work measurement, identify trends, and compute data relative to agency needs.
- Performs other duties as assigned.

**REQUIRED QUALIFICATIONS:**

- Applicant must be a high school graduate, or equivalent.
- Two years of general work experience that indicates the candidate possesses or can acquire the particular knowledge and skills needed to perform the duties of the position is required, *and* one year of specialized experience. Specialized experience is progressively responsible clerical or administrative experience requiring the regular and recurring application of clerical procedures that demonstrates 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.
- 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 abilities, 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.

**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.
- Current or previous experience using the Probation and Pretrial Services Automated Case Management Tracking System (PACTS).
- Current or previous experience using Decision Support System (DSS).
- Demonstrated use of data to problem solve and identify trends.
- 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.
- 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.

**BENEFITS:**

Employees of the United States District Court serve under “Expected Appointment” and are considered “At- Will” employees. Federal Government Civil Service classifications or regulations do not apply. Judicial employees are entitled to the same benefits as other Federal Government employees such as:

- Paid annual and sick leave
- Eleven (11) paid federal holidays
- Participation in the Federal Employees Retirement System with investment opportunities through the Thrift Savings Plan
- Health benefits under the Federal Employees’ Health Benefits Program (FEHB)
- Life insurance benefits under the Federal Employees Group Life Insurance Program (FEGLI)
- Participation in Pre-Tax Flexible Spending Accounts
- Dental and/or Vision insurance options under the Federal Employees’ Vision and Dental Insurance Program (FEDVIP)

For more information on working for the federal courts, please visit [Careers | United States Courts](#)

**HOW TO APPLY:**

Qualified applicants should submit one complete packet which includes: (1) a letter of interest, (2) current/detailed resume, (3) a Declaration for Federal Employment Form (OF306), and (4) a completed application for Judicial Branch Federal Employment (AO78).

The OF306 form and AO78 Application can be downloaded from the Probation website [here](#).

Qualified *internal* candidates need only submit a resume and cover letter which addresses the candidate’s qualifications, skills, and experience necessary to perform in the position.

**All documents should be submitted as a single PDF document, including VAC#25-01 in the subject line, to: [PAEPdb\\_ProbationMail@paep.uscourts.gov](mailto:PAEPdb_ProbationMail@paep.uscourts.gov) by 5:00pm on December 20, 2024.**

**INFORMATION FOR APPLICANTS:**

Applicants must be United States citizens. This position is subject to mandatory Electronic Funds Transfer participation for payment of net pay. Due to the volume of applications received, the U.S. Probation Office will contact only the most qualified applicants who will be invited for interview. Only qualified applicants will be considered for this position. Final candidate will be subject to a complete background investigation, including fingerprints. The background investigation will include, but is not limited to: prior employment records, criminal records, motor vehicle records, and credit reports. United States Citizenship is required for consideration for this position. The U.S. Probation Office has the right to modify the conditions of this job announcement, withdraw the announcement or fill the position at any time before the closing date, any of which may occur without prior notice.

*The United States Probation Office for the Eastern District of Pennsylvania is an Equal Opportunity Employer and values diversity in the workplace.*