United States Court of Federal Claims

717 Madison Place NW
Washington, DC 20005

POSITION VACANCY

Announcement Number:	**CFC-2016-03-OPR**
Position Title:	**Data Quality Analyst**
Open Date:	**January 13, 2016**
Close Date:	**January 29, 2016**
Type of Appointment / Position:	**Permanent** **Promotion potential up to CL27**
Grade/Salary Range:	**CL-26 ($47,075 – $76,498)**
Duty Location:	**Washington, DC** (conveniently located across from the White House and Lafayette Park, one block from McPherson Square Metro)
Who May Apply:	**U.S. Citizens (or persons eligible to work in the United States)**

Position Overview and Representative Duties

The United States Court of Federal Claims is seeking to fill a Data Quality Analyst position within the court's Operations Office located in the National Courts Building, 717 Madison Place, NW, Washington, D.C. Data Quality Analysts are responsible for ensuring the veracity and efficiency of the court's case information database. The Data Quality Analysts provides quality assurance of all electronic entries.

No relocation expenses will be paid.

General Experience

- Maintains accuracy and completeness of official case records from opening to final disposition. Checks the accuracy of daily data entries. Maintains user log errors. Reviews entries made to the court. Performs automated quality check on creditors. May monitor undeliverable emails and take appropriate action. May verify case openings.
- Prepares and distributes monthly and quarterly statistical reports. Types, formats, edits, and runs reports.
- Performs edits and corrective actions to ensure the accuracy of data, files, and records. Generates deadlines and deficiency notices for missing documents. Archives records.
- Identifies trends in input errors and recommends corrective action. Develops and revises procedures for data entry. Researches and proposes solutions to various case management issues.
- Performs quality control over staff work and trains users on respective case management systems.
- Ability to lift 35 pounds.
- Performs other related duties as assigned.

The successful candidate must be a self-starter as well as detail-oriented. Candidate must also be highly organized and tactful, possess good judgment, poise and initiative, and maintain a professional appearance and demeanor at all times. Candidate must have strong prioritizing and problem-solving skills, solid communication skills (written & oral) and be able to communicate effectively with persons within the court as well as with persons outside the court. A demonstrated ability to work harmoniously with others in a "team" environment and to exhibit a professional manner at all times is essential.

Qualifications:

To qualify at the CL 26 level: One year of specialized experience equivalent to work at the CL-25.

Preferred Qualifications:
The Court prefers the candidate to have a Bachelor's degree from an accredited university in business or public administration, political science, criminal justice, law, or other field *closely related to the subject matter of the position*. Five (5) years of specialized experience which demonstrates working knowledge, skills, and abilities to successfully perform the duties of the Data Quality Analyst may be substituted for the degree requirement.

Benefits:

10 holidays • 13-26 days annual leave (increases with service) • 13 days sick leave • Federal Employees Retirement System • Thrift Savings Plan • Commuter Benefit Program/Metro Transit Subsidy Program • Flexible Spending Accounts • Insurance available for health, dental, vision, life, and long-term care.

How to Apply:

Ensure that your application package contains the following required documents:

- **Cover Letter** (include the Announcement Number and the position title and address your qualifications relating to the duties and responsibilities of this position);
- **Resumé**;
- **Form AO78 Federal Judiciary Application Form** which can be found at: www.uscourts.gov/uscourts/FormsAndFees/Forms/AO078.pdf;
- **Three (3) business/professional references** with name, affiliation, and contact information;
- **Salary History** for prior three (3) years;
- If a current Federal Civilian Employee, your **latest Personnel Evaluation** and your **latest SF-50**; and,
- If a current or recently discharged or retired military member, your **latest Officer Evaluation Report (OER), Enlisted Evaluation Report (EER) or equivalent, and a copy of your DD Form 214.**
- All documents must be in PDF format and are to be e-mailed. Zip files and faxes will not be accepted.

Please combine all the documents into a single Adobe PDF format file and send to: uscfcjobs@ao.uscourts.gov. Please include the Title and Job Announcement Number in the subject line.

What to Expect Next

- The court will conduct an evaluation of each applicant's qualifications and materials after receipt of a complete application package.

- Applicants selected for an interview will be contacted. Interviews may commence immediately.

- The court reserves the right to modify the conditions of this job announcement, to withdraw the job announcement, and/or to commence interviews immediately, any of which actions may occur without prior written or other notice.

- This is an "Excepted Appointment" and an "At Will" position. Federal Government Civil Service classifications or regulations do not apply.

- All appointments are subject to a full background check including an FBI Fingerprint Background

Check, as well as periodic reinvestigation.

- If offered employment, such employment shall be provisional pending our receipt of the results of a mandatory Fingerprint and Background Investigation. Until the background investigation is satisfactorily completed, we may only hire you provisionally. The provisional nature of your hiring, however, will not affect your start date, salary, or other benefits.

- No phone calls please. Only those candidates selected for interview will be contacted.

- The United States Court of Federal Claims is an Equal Opportunity Employer.