

**Job Title: Justice Data Analyst**  
**Reports to: Research Director**  
**Job Classification: Full-Time / Salaried**

**Remote Work Eligible: Yes**  
**Supervisory Responsibilities: No**  
**Company Headquarters: Tulsa, OK**

**Purpose: The Justice Data Analyst will use Open Justice Oklahoma's (OJO) database of court, prison, and jail records to open the black box of our justice system. Working closely with the Research Director, the Justice Data Analyst will identify and prioritize research projects, analyze proprietary data sets, develop and document methodologies, and communicate findings to internal and external audiences. They will use their expertise to answer questions and find data for a wide variety of policy and programmatic uses, from evaluating the impact of justice reforms to identifying potential clients for direct service nonprofit organizations.**

### **Duties / Responsibilities**

- Collaborate with internal and external partners to identify research questions
- Receive, organize, and prioritize requests for data and analysis from internal and external partners
- Plan, build, and maintain data products providing insights into Oklahoma's justice system
- Oversee and/or perform data entry from court documents
- Supplement original data analysis with federal, state, and local data reports and research
- Clearly and concisely communicate research findings with advocates, stakeholders, and the public in a compelling way to convince or assist others
- Design and carry out program evaluation for OK Policy programs
- Attending conferences, trainings, and other professional development opportunities as available
- Other duties as assigned

### **Skills / Experience**

#### **Essential:**

- At least one (1) year of experience using R or Python for data analysis, with R strongly preferred
- Comfortable and effective working as part of a culturally diverse staff and alongside diverse community partners
- Patience, flexibility, and attention to detail when working with large and messy data sources, with an understanding of the importance of documenting methodology
- Ability to think critically and creatively about data in order to identify trends
- Ability to communicate data for a wide variety of audiences, with an emphasis on good data visualization practices
- Experience establishing excellent working relationships with a variety of individuals, partners, and organizations
- Demonstrated ability to work well within a team and incorporate feedback
- Self-motivated and curious
- Fast and stable internet connection and ability to work remotely, as needed
- Proficient with G-Suite
- Ability to prioritize and work on multiple tasks simultaneously

- Experience and enthusiasm for working in a fast-paced, dynamic, and high-pressure environment with changing priorities and deadlines
- Ability to take direction and work independently, take initiative within area of responsibility, as well as provide leadership and direction while working in a team-oriented environment

**Desirable:**

- Familiarity with Oklahoma's criminal and civil legal systems
- Knowledge of, and experience using, tidy data principles
- Demonstrated experience with production data: the ability to access data and use data extracts, construct and manipulate data sets of structured and unstructured data sources.
- Strong commitment to the mission, goals, and values of OK Policy

**Education:**

- Bachelor's Degree in statistics, public policy, sociology, computer science, public administration, data analytics, or related field, or comparable work experience

**Working Conditions**

- Ability to work during OK Policy's normal operating hours (8:30 – 5:00 CST, M-F)
- This position is eligible for remote work
- Ability to travel, as needed – typically less than 5% of working time
- Ability to work occasional evenings and weekends, if needed
- Physical effort/lifting requirements - up to 15 lbs., for lifting supplies and materials, as needed
- Position frequently requires the ability to sit for extended periods of time
- Position continually requires visual acuity as well as hand and finger dexterity to operate equipment, read, and use a keyboard

*\*Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**Compensation**

OK Policy values its employees, and as such, offers competitive total compensation package which includes cash compensation and benefits. This position is eligible to participate in the following benefits: Cafeteria Plan: including health, dental, and vision insurance, retirement plans, health savings account (HSA), flexible spending accounts (FSA), dependent care accounts (DCA), and more. This position is also eligible for paid time-off (PTO) benefits.

Salary Range: \$45,000 - \$55,000 (commensurate with experience)

*The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or physical requirements. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. Reasonable accommodations may be made to enable individuals with disabilities to perform the*

*essential functions. Oklahoma is an “employment-at will” state. Therefore, employment as a team member of the Oklahoma Policy Institute (OK Policy) is considered to be “at-will” and may be terminated by you or the employer at any time.*

**To apply**

Click [here](#) to complete the job application. Along with the application, you will be asked to submit your resume with at least three professional references included, a professional writing sample, and a cover letter that includes your interest in the position, a detailed explanation of how your experience meets the qualifications and prepares you for the responsibilities outlined in the job description, a brief description of your current understanding of OK Policy's mission, any previous involvement you had had with OK Policy, and your salary expectations. The deadline to apply for this position is January 8, 2021 at 5:00 PM (CST).