



## ***Administrative Office of the Courts***

### **BUDGET AND JUDICIAL IMPACT NOTE ANALYST**

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#### **Primary Purpose**

Analyzes and evaluates proposed legislation and its probable impact upon state courts and state judicial branch agencies. Responsible for planning, implementing, monitoring and evaluating program components for estimating the impact of legislation on the courts, the Supreme Court, the Court of Appeals, the Law Library and AOC.

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#### **Distinguishing Characteristics**

Reporting to the Comptroller, this is a senior professional level job that works independently with minimal supervision. Decision-making is according to broadly defined guidelines and procedures with some areas requiring interpretation and/or development of possible approaches. This job interacts with a broad array of colleagues, clients and customers including AOC management and staff, judges, county clerks and their staff, court administrators and their staff, legislative staff, legislative committees, OFM staff and other state agencies. May direct and review the work of other professional staff.

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#### **Duties and Responsibilities**

Prepares briefing documents that describe the impact of proposed legislation; prepares judicial impact notes and decision packages.

Coordinates responses for judicial impact notes to the legislative staff; coordinates judicial impact note responsibilities and legislative interactions with the Associate Director, Judicial and Legislative Relations.

Reviews and coordinates the work of AOC staff, court personnel and others involved in the successful completion of fiscal notes and decision packages.

Coordinates information for judicial note requests; performs complex computations for judicial impact note preparation for the courts and AOC.

Analyzes and reports on passed legislation resulting in agencies within the Judicial Branch receiving unfunded mandates and prepares reports for management.

Works with agency revenue forecast staff to develop and enhance alternate revenue forecast models. Provides forecast analysis for expenditures and revenue to agency management and to the legislature.

Assesses revenue proposals such as adjusting costs, fees, and assessments using inflation factors, other states' information, etc.; assesses the consistency and reliability of budget data as it is used in end user procedures and reporting requirements; leads efforts to improve or maintain judicial impact note data quality.

## **Duties and Responsibilities (continued)**

Provides planning and budget input for the Judicial Branch.

Identifies needed areas of budget information improvement; designs and implements projects in response to needs.

Evaluates court programs, operations, and procedures relative to the budget needs of the judicial branch.

Periodically surveys courts regarding local and state funding.

Represents the AOC in meetings with court personnel, clients and government agencies on issues regarding budget and fiscal forecast.

Performs other duties as required.

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## **Key Competencies**

### **Agency Values:**

- Integrity
- Honesty
- Accountability
- Teamwork
- Trust
- Respect
- Customer Service
- Communication

### **Behavioral Competencies**

- Influencing
- Problem solving
- Planning/organizing
- Consulting
- Relationship building
- Tact/diplomacy

### **Knowledge, Skills and Ability**

- Skill to organize, manage staff, time, and resources to accomplish goals and objectives; ability to accurately assess resources needed to carry out planned actions; knowledge of management principles & effective program management
- From a large array of possible actions, accurately identify those that are most pertinent, critical and time sensitive
- Acquire and integrate input from others regarding critical actions, timelines, sequencing and priorities
- Logically integrates ideas and information to form effective goals, objectives, timelines, action plans and solutions
- Ability to effectively communicate both orally and in writing. Ability to communicate proficiently in written reports as well as delivering information through presentations
- Understands customer expectations and ensures work meets those expectations
- Expert interpersonal skills and abilities to establish and maintain professional working relationships with co-workers, management, and others through consistent honesty and forthrightness in all interactions

- **Key Competencies (continued)**

- Ability to effectively coach, lead and motivate staff; knowledge of human resource and organizational management techniques
  - Ability to multi-task and effectively coordinate multiple projects simultaneously
  - Ability to identify risks and outcomes associated with courses of action; ability to develop action plans and strategies for the purpose of ensuring the desired outcome
  - Ability to accomplish work objectives in cooperation with agency, court, state and professional colleagues
  - Expert knowledge and understanding of the interaction and mission of interested groups, boards, committees, the judicial community
  - Ability to understand the global view
  - Prioritization and effective time management
  - Ability to exercise judgment and make timely, sound, strategic decisions and recommendations consistent with organizational objectives; ability to think critically in decision making and problem solving situations
  - Expert knowledge of the statewide budget and accounting systems used by AOC
  - Expert knowledge of state government, laws and legislative process
  - Proficient skills and abilities to provide recommendations and counsel to management officials relative to financial & business matters; provide sound advice
  - Ability to identify, analyze and resolve problems in a consultative process, bringing problems together with recommendations for solutions
  - Ability to maintain confidentiality
  - Skill to be relied upon to achieve excellent results with little need for direct oversight
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### **Qualifications and Credentials**

A Bachelor's degree in business administration, public administration or closely allied field; **AND** Eight (8) years of work experience in financial management or budgeting within a government agency.

Relevant experience may substitute for the education requirement.

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### **SALARY RANGE: 67**

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- Workweek may fluctuate depending on workload or agency need.
- Overnight travel may be required based on business need.
- This position is not covered by the Fair Labor Standards Act (FLSA).

**Updated: 10/14**  
**Established: 10/13**