

Oregon Judicial Department Analyst 2 Knowledge, Skills, and Abilities (KSAs)

- Knowledge of correct English usage, spelling, grammar, and punctuation
 - Knowledge of complex mathematical processes
 - Knowledge of complex accounting and budgeting practices
 - Knowledge of methods of effective report writing and presentation
 - Knowledge of research techniques and sources and availability of information
 - Knowledge of business statistical and policy analysis methods and procedures
 - Knowledge of qualitative and quantitative techniques for analyzing and measuring the effectiveness, efficiency and productivity of administrative, financial, and technical programs and systems
 - Knowledge of principles, methods, and standards of project management
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- Skill in understanding and following oral and written instructions
 - Skill in communicating effectively, both orally and in writing
 - Skill in being tactful and adept in dealing with a wide variety of individuals
 - Skill in interpreting or explaining information, including how it can be used
 - Skill in using computers and computer software systems to set up functions, write and run queries, enter or compile data, or process information
 - Skill in effective report writing
 - Skill in analyzing business needs and product requirements to create or design a system
 - Skill in selecting and using training or instructional methods and procedures appropriate for the situation
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- Ability to perform multiple tasks accurately
 - Ability to design and conduct studies and research, and prepare complete and accurate reports
 - Ability to conduct thorough and accurate research and analysis, and evaluate results to choose the best solution and solve problems
 - Ability to use relevant information and individual judgment to determine compliance with laws, policies, or standards and making recommendations
 - Ability to adapt to changes in work expectations, processes, and technology