

## **Oregon Judicial Department**

### **Analyst 1**

#### **Knowledge, Skills and Abilities (KSAs):**

- Knowledge of correct English usage, spelling, grammar, and punctuation
  - Knowledge of complex mathematical processes
  - Knowledge of complex accounting practices
  - Knowledge of methods of effective report writing
  - Knowledge of research techniques and sources and availability of information
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- 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 and explaining information, including how it can be used
  - Skill in using computers and computer systems to set up functions, run queries, enter or compile data, or process information
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- Ability to understand and follow oral and written instructions
  - Ability to learn programs and administrative systems
  - Ability to perform multiple tasks accurately
  - Ability to prepare complete and accurate reports
  - Ability to perform quantitative and qualitative policy analysis
  - Ability to adapt to changes in work expectations, processes, and technology
  - Ability to conduct thorough and accurate research and analysis, and evaluate results to recommend or choose the best solution to solve problems