



DISTRICT OF COLUMBIA COURTS POSITION VACANCY ANNOUNCEMENT



ANNOUNCEMENT NUMBER: 05-09-083	OPENING DATE: 07-08-09	CLOSING DATE: Open Until Filled	OPEN TO ALL APPLICANTS
POSITION: Research Associate JS 1530-12	TYPE OF APPOINTMENT: Career Service		SALARY: \$73,100 - \$95,026 DC Courts non-judicial employees receive federal retirement and benefits.
DIVISION: Research and Development	LOCATION: 616 H Street, NW	TOUR OF DUTY: Full-time	

PROMOTION POTENTIAL TO JS-13

BRIEF DESCRIPTION OF DUTIES: The Research and Development Division conducts social science research studies, best-practice research, program evaluations and performance assessments on court operations and administrative functions; manages grant-related activities; prepares statistical reports for public dissemination; designs new programs and initiatives; and provides other technical assistance to the D.C. Courts.

The incumbent performs social science research, program and survey design, evaluation and performance monitoring activities in a wide range of program areas. Designs and implements social science research projects, proof of concept assessments, and program evaluations to determine effectiveness of court programs. Conducts best/evidence-based practice research, prepares concept papers and assists court officials in designing programs, reporting formats and court improvement projects. Analyzes, primarily using SAS, data from court information systems, file reviews, surveys and courtroom observations to identify findings, to address inquiries, and formulate implications. Designs and/or maintains datasets for specific research projects, evaluative studies and pilot programs. Oversees R&D survey design and data analysis activities and provides technical support, including sampling, questionnaire design, data entry and quality assurance, data analysis, report writing and presentation of results. Develops performance measures, logic models and program evaluations components of grant applications. Develops statements of work for requests for proposals for independent evaluations of court programs. Develops performance measures and designs data collection and monitoring systems for court operating units. Monitors developments in criminal and juvenile justice, futures and caseload trends, court administration, and research findings to identify advances and advise on those with potential impact on the Courts.

MINIMUM QUALIFICATIONS: A bachelor's degree in a social science, criminal justice, public administration, or a related field, plus four (4) years of progressively responsible experience as a social science researcher or policy analyst, preferably including one (1) year managing a research or evaluation project. An advanced degree in social sciences or other closely related field may substitute for one (1) year of work experience. Proficiency in SAS and Microsoft Office. A copy of the most recent performance evaluation and a sole-authored writing sample must be submitted with the application, as well as proof of education, if substituting education for experience.

SUPPLEMENTAL RANKING FACTORS: The following factors will be used to rate qualifications for the position. Please describe experience, training or education that indicates your level of qualification for each factor. **Failure to respond specifically to each of the ranking factors will disqualify candidate from further consideration.**

1. Experience in designing and conducting social science research and program evaluations in an applied, preferably criminal justice, setting, including formulating research questions, determining study design, data collection and sampling plan, dataset design and analysis, including identifying key findings and conveying them to policy makers and non-technical users, and reporting writing. Include experience in project management, if applicable.
2. Experience conducting data analysis using social science research methods and statistical techniques, including multivariate analysis, inferential statistics, correlation and causal analysis, factor analysis, reliability tests and statistical significance and forecasting.
3. Knowledge and experience with PC applications to perform statistical analysis, administer electronic surveys and prepare tables and graphics. Include experience using SAS.
4. Experience developing performance measures, logic models and program evaluations for performance monitoring.
5. Excellent written and oral communication skills, including experience displaying statistical information in useful and audience-appropriate formats for non-technical users, such as policy makers and the public. Excellent interpersonal skills necessary to coordinate the work of others or lead a team.

SELECTION PROCESS: After a review of applications and ranking factors, a structured oral interview or further screening may be required of the highest qualified candidates. Selecting officials will conduct reference checks and may request transcripts before making a final selection.

Submit D.C. Courts Application and Ranking Factor Responses:

Mail to D.C. Courts, Human Resources Division, 500 Indiana Avenue, NW, Washington, DC 20001; Hand-deliver to D.C. Courts, HR Division, Gallery Place (7th Street, NW between H & F Streets), Sixth Floor, Washington, D.C.; Fax to (202) 879-4212;

Email to jobs@dcsc.gov

For a D.C. Courts application, call (202) 879-0496, or visit our website at www.dccourts.gov.

It is the policy and practice of the District of Columbia Courts to hire and promote employees based on qualifications and merit only, without regard to race, color, religion, sex, age, disabilities, national origin, marital status, personal appearance, sexual orientation, family responsibilities, matriculation, political affiliation, source of income, or place of residence or business.