

Vacancy Announcement
Research Assistant
Research Division
Federal Judicial Center
Washington, DC 20002-8003

The purpose of the Federal Judicial Center is to further the development and adoption of improved judicial administration in the courts of the United States, primarily through rigorous and objective research and education. Congress established the Center in 1967 as a separate organization within the federal judicial system at the request of the Judicial Conference of the United States. A nine-member board, chaired by the Chief Justice of the United States, determines the Center's basic policies.

The Research Division undertakes empirical and exploratory research on federal judicial processes, court management, and sentencing and its consequences, often at the request of the Judicial Conference and its committees, the courts themselves, or other groups in the federal judicial system.

DUTIES AND RESPONSIBILITIES:

The Research Assistant contributes to the design and conduct of social scientific research aimed at discovering innovative or improved approaches to judicial administration in federal appellate, district, and bankruptcy courts. The duties and responsibilities of the Research Assistant are to consult and assist with research project data collection, automation, and management. Primary duties and responsibilities, generally exercised with advice, guidance, and review by the Director of Research and/or research or senior research associates, include:

- assist with designing and conducting surveys, interviewing, data analysis, data management, literature reviews and report writing;
- creating and documenting data sets, data cleaning and coding, and analysis;
- project data archiving, documentation, and maintenance;
- performing miscellaneous Integrated Data Base (IDB) requests;
- user support with databases and statistical applications (e.g., assisting staff with getting access to Unix and SAS, basic introduction to SAS, IDB, other data sets, etc.);
- editorial preparation support (assistance to authors re: use of styles, layout, reformatting text, insertion of charts, tables, first cut editing, etc.);
- coordinating related to updating web content; and
- performs other duties, either as assigned or on the incumbent's initiative, that are necessary for regular or special projects undertaken by the division.

MANDATORY QUALIFICATIONS:

- Bachelor's degree in one of the social sciences such as psychology, sociology, economics, or political science.
- Experience using statistical analysis programs such as SAS, SPSS, Statview, or R.

- Experience working with large data sets and performing a full range of data management tasks such as processing raw data, data cleaning, consistency checking, and generating baseline frequencies and graphs.
- Experience using office automation applications such as Microsoft Office 365, or Filemaker.

DESIRABLE QUALIFICATIONS:

In addition to the above *mandatory qualifications*, desirable qualifications are:

- Completion of graduate-level courses that focused on applied research methods (e.g., multivariate statistics, time series and forecasting, non-parametric statistics, categorical data analysis, statistical sampling, survey research, and experimental design).
- Experience working as part of a research team.
- Ability to conduct policy-oriented research or program evaluation using such methods of empirical inquiry as case studies, surveys by questionnaire or interview, and statistical analyses.
- Demonstrable familiarity with the administration of civil and/or criminal justice at the federal or state levels, as a court employee, or public or private attorney.

Desirable qualifications will be considered only if applicant satisfies the mandatory qualifications.

SALARY AND BENEFITS:

The starting salary is set at \$52,225. This position falls in the Center’s pay band III which has a salary range up to \$97,909. For a successful candidate who is not currently a member of the Center staff, a higher starting salary, but not to exceed \$54,836, may be considered based upon the successful candidate’s current salary. If the successful internal candidate’s salary falls above the range minimum that salary will be matched up to his/her current salary.

Federal government benefits are applicable. An array of supplemental benefits are also offered including a transportation subsidy and a flexible benefit program allowing for pre-tax deductions for health insurance, health care, dependent care, and commuter expenses. The FJC is located in the Thurgood Marshall Building, conveniently situated to public transportation directly beside Union Station. The Marshall Building houses a child development center and a health fitness facility for its tenants.

This position does not carry the tenure rights of positions in the competitive civil service.

APPLICATION PROCEDURES:

In a cover letter referring to Announcement #19-10, please indicate specifically how you satisfy the qualifications listed above. Applications without the required cover letter or with cover letters that do not address the qualifications will not be considered. Along with the cover letter, please include a current resume that specifies dates of employment

and responsibilities for all related positions. A cover letter and resume in one combined PDF document is preferred.

All applications should be submitted to:

Federal Judicial Center
ATTN: OA/Human Resources Office, Room 6-190
Announcement #19-10
Thurgood Marshall Federal Judiciary Building
One Columbus Circle, NE
Washington, DC 20002-8003
OR
personnel@fjc.gov

When applying, please refer to Announcement #19-10. This vacancy will remain open until filled but to assure full consideration, applications must be received by August 13, 2019.

KEY REQUIREMENTS:

- You must be a United States Citizen, subject to the exceptions enumerated at <http://www.uscourts.gov/careers>.
- Selectee must favorably complete a background investigation.
- Relatives of Center staff members may not be employed at the Center in any capacity.
- All requirements must be met for full consideration.

THE FEDERAL JUDICIAL CENTER IS AN EQUAL OPPORTUNITY EMPLOYER