

**POSITION ANNOUNCEMENT
FIRST JUDICIAL DISTRICT OF PENNSYLVANIA
EQUAL OPPORTUNITY EMPLOYER**

POSITION: **RESEARCH ASSOCIATE**
 Court of Common Pleas, Trial Division

(Open to New Hires, Transfers, and Promotions)

SALARY: **\$76,534-\$85,451 (G32)**

REQUIREMENTS:

1. Ph.D. from an accredited college or university (on campus program) with major course work in criminology, criminal justice, psychology, political science, sociology or a related field. Ph.D. candidates (ABD) expected to graduate within a year will be considered.
2. Five (5) years of experience conducting analytical research studies related to criminology which included utilizing a nonprocedural computer application for information reporting and analysis.

OR

Equivalent combination of training and experience providing the characteristics required to perform the essential functions of the class may substitute for those listed including a Ph.D. as an educational minimum.

3. Two (2) writing samples and three (3) letters of reference included with the application.
4. City residency required within six (6) months of satisfactory completion of an employment orientation period.
5. Ability to perform the essential functions of the job.

GENERAL DEFINITION:

The Research Associate supports departmental projects by performing literature reviews, developing data collection instruments, building and managing databases, conducting statistical analyses, and producing reports and presentations to disseminate research results. Work involves responsibility for the design of moderate scale information systems, which includes systems research, planning, design and analysis necessary to evaluate and assess the effectiveness of ongoing programs. Work is performed under the supervision of the Director of Research. This position is a newly funded grant position that will last two (2) years, with the possibility of being refunded for five (5) years.

DISTINGUISHING FEATURES:

The employee in this class is responsible for conducting detailed research using appropriate resources, and compiling the published works relevant to the research topic. Researchers are also required to validate information against other research publications in order to provide support and validity to the current theory. An employee in this class is required to summarize the results of the research and write a conclusion that is supported by evidence. The data must then be organized in a way that presents/allows other analysts to review and confirm the results. The Research Associate functions as a lead worker within a specialized area and provides leadership to lower level analysts. Additional distinguishing factors between this and a lower level position include the number, size, and complexity

of assignments, the ability to coordinate the work of others, and the level of interaction with management and provider agency administrators.

ESSENTIAL FUNCTIONS:

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Researches topical areas to construct background and context for departmental studies via academic journals, net-based resources (Lexis/Nexus, WestLaw), government publications, expert interviews and participation in subject specific education and training.
- Constructs methodologically sound research designs compatible with research questions. Research designs include identification of sample, addressing reliability and validity of available data sources, data collection methods, and structuring databases in accordance with an analytic plan.
- Applies technical skills and academic concepts to the development of data collection instruments. Technical considerations include matching instrument type and format with available software applications. Academic considerations include maximizing response rates, piloting, and pretesting.
- Coordinates and monitors data collection initiatives.
- Manages research project databases using SPSS, Microsoft Excel and Access to evaluate and enhance database administration procedures.
- Provides staff support to committees and work groups established by the AOPC, the Supreme Court and affiliated agencies. Staff support includes participation in meetings, presenting research results and completing committee assignments.
- Writes final and interim research reports as well as articles for publication in professional and academic journals.
- Responds to and fulfills public and government agency requests for court data and information.
- Attends conferences, reviews literature and investigates new techniques in program analysis and evaluation.
- Designs, implements and oversees research projects to address questions in the agenda.
- Researches best practices in court administration and assists with their implementation.
- Prepares research reports and presents results to internal and external audiences.
- Assists the Director of Research on designing and implementing a coordinated research agenda.
- Appeals to external researchers to stimulate interest in conducting research with the First Judicial District that is mutually beneficial.
- Writes requests-for-proposals and conducts peer-reviewed acceptance process for submitted proposals.
- Participates in developing grant proposals for research evaluation, and internal and collaborative research endeavors.

MARGINAL FUNCTIONS:

Performs related work as required.

ENVIRONMENTAL CONDITIONS:

- Standard clerical conditions.
- Direct contact with diverse court clientele.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED TO PERFORM ESSENTIAL FUNCTIONS:

- Knowledge of social science research and investigation methodology, its application to a variety of problems, and the methods employed in the presentation of results.
- Knowledge of the standard sources and uses of information in the social sciences.
- Knowledge of standard statistical procedures and their application to research.
- Knowledge of principles, methods and techniques for research and data collection.
- Knowledge of principles and practices of utilizing computers for management reporting and analysis.
- Knowledge of computer based systems and associated principles and practices used for data gathering, organization, reporting and analysis, such as data base management, graphics, word processing and spreadsheets.
- Skill in conducting research projects and determining appropriate research methods utilizing current research techniques.
- Ability to perform basic and complex statistical analysis
- Ability to use computer software packages to manage data and produce tables, maps, graphic displays, and written analysis and oral presentation.
- Ability to learn additional software as necessary.
- Ability to multi-task several important and high-priority projects concurrently.
- Ability to effectively communicate theoretical and analytical concepts and findings, both orally and in writing.

PHYSICAL AND MEDICAL REQUIREMENTS:

Ability to physically perform the duties and to work in the environmental conditions required of a position in this class.

The First Judicial District is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the First Judicial District will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.