

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

POSITION: RESEARCH ASSISTANT
Court of Common Pleas, Trial Division

(Open to New Hires, Transfers, and Promotions)

SALARY: \$62,509 - \$69,506 (G28)

REQUIREMENTS:

1. Master's Degree 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.
2. Two (2) years of experience conducting analytical research studies related to criminology or criminal justice.

OR

3. A Bachelor's degree from an accredited college or university with course work in criminology, criminal justice, psychology, political science, sociology, or a related field.

AND

4. Three years of experience conducting analytical research studies related to criminology or criminal justice.

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 Bachelor's degree as an educational minimum.

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

GENERAL DEFINITION:

The Research Assistant works directly under the Director of Research to assist in conducting literature reviews, collecting and analyzing data, building and managing databases, and producing reports and presentations to disseminate research results. The researcher will use the scientific method to assist in providing empirical data to analyze policy and procedure to aid in criminal justice decision-making. 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 assists in 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 current practice and theory. The data must then be organized in a way that presents/allows other analysts to

review and confirm results. An employee in this class is required to summarize results of the research and write a conclusion that is supported by evidence.

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 education and training.
- Manages research project databases using SPSS, Microsoft Excel, Access and other software to evaluate and enhance database administration procedures.
- Writes final and interim research reports as well as articles for publication in professional and academic, peer-reviewed journals.
- Designs and generates monthly statistical reports on performance measures for the First Judicial District of Pennsylvania.
- Assists in the preparation of annual research agenda detailing research goals for the year for the First Judicial District of Pennsylvania.
- Creates data collection instruments.

MARGINAL FUNCTIONS:

Performs related work as required.

ENVIRONMENTAL CONDITIONS:

- Standard clerical official conditions.
- Direct contact with diverse 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 collection of data and presentation of results.
- Knowledge of the standard sources and uses of information in the social sciences.
- Knowledge of standard statistical procedures and their applications to research endeavors.
- 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 the use of SPSS, Excel, Word and Access.
- Skill in conducting research projects and determining the appropriate methodology utilizing current research techniques.
- Skill in providing clear and concise oral presentations.
- Ability to pay close attention to detail.
- Ability to manage a large database, table and graph production, maps, and written analysis.

- Ability to perform basic and complex statistical analysis.
- Ability to learn new software and statistics as needed,
- 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.