

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

The Federal Judicial Center is the federal courts' agency for research and continuing 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. Its basic policies are determined by a nine-member board, chaired by the Chief Justice of the United States.

Duties and Responsibilities:

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. The primary duties and responsibilities of the Research Associate are to contribute to the design and conduct of social scientific and/or law-related research aimed at discovering innovative or improved approaches to judicial administration in federal appellate, district, and bankruptcy courts, including but not limited to undertaking or assisting in all aspects of research project data collection and automation, analysis, and report writing. Specific duties and responsibilities generally exercised with advice, guidance, and review by the Director of Research and/or senior research associates may include:

- Performing a full range of project-related research work as a member of a project research team (e.g., research literature reviews, designing, pretesting and conducting surveys, including web-based online surveys, conducting research interviews, organizing project data, performing data analyses, report writing, etc.);
- Providing direct project support, including but not limited to data coding, creating and documenting data sets, and undertaking data cleaning and related analysis runs;
- Assisting with project documentation and data archiving;
- Preparing reports of the findings of assigned research projects; and
- Performing other related duties as assigned.

Mandatory Qualifications:

- J.D.; **or** a graduate degree in a social science discipline such as, but not limited to, psychology, sociology; economics, or political science that provides a professional knowledge of quantitative or qualitative empirical research methods;
- At least two years of law-related work or work conducting policy-related research;

Desirable Qualifications:

- Completion of two or more graduate-level courses that focused on applied research methods (e.g., statistical sampling, survey research, experimental and quasi-experimental research designs, or multivariate statistics);
- Knowledge of statistical analysis programs such as SAS, SPSS, or STATA;
- Knowledge of or experience with designing and conducting evaluations of innovative programs such as innovations in judicial case management;
- Excellent oral and written communication skills;
- Excellent interpersonal and team work-related skills.

Salary and Benefits:

The starting salary is set at \$80,292. For the successful candidate who is not currently a member of the Center staff, a higher starting salary, but not to exceed \$84,307, may be considered based upon the successful candidate's current salary. The FJC uses a payband compensation system. This position falls in the Center's payband V which has a salary range up to \$136,630, although not all incumbents in payband V positions can expect to reach the top of the range. For the successful internal candidate whose current salary is below the pay band base of \$80,292, that person's salary will be brought up to the base. If the successful internal candidate's current salary is above the base, his/her salary will be matched up to the top of payband V.

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 Center will consider a variety of flexible work arrangements for its employees including flextime and compressed schedules; partial telecommuting is also available on a case-by-case basis. 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.

A civil service rating is not required. The position does not carry the tenure rights of positions in the competitive civil service.

Application Procedures:

In a cover letter referring to Announcement #11-02, please indicate specifically how you satisfy all of the mandatory and any of the desirable qualifications listed above. Applications without the required cover letter or with cover letters that do not address the mandatory and desirable qualifications will not be considered. Along with the cover letter, please include a current resume. All applications should be directed to:

January 27, 2011

Announcement #11-02

Federal Judicial Center
ATTN: Human Resources Office, Room 6-190
Announcement #11-02
One Columbus Circle, NE
Washington, DC 20002-8003

When applying, please refer to Announcement #11-02. Applications will be accepted until close of business February 28, 2011.

THE FEDERAL JUDICIAL CENTER IS AN EQUAL OPPORTUNITY EMPLOYER