Vacancy Announcement
Research Associate
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 Center has an opening in its Research Division for a Research Associate. The Research Division undertakes empirical and legal research on federal court management and procedures, and the rules of federal procedure, typically at the request of the Judicial Conference and its committees or court units.

DUTIES AND RESPONSIBILITIES:

A Research Associate’s primary duties and responsibilities are to design and conduct social scientific and/or law-related studies of innovative or improved approaches to judicial administration in federal appellate, district, and bankruptcy courts. Responsibilities include but are not limited to undertaking or assisting in data collection, analysis, and report writing. Research Associates must have knowledge, skills, and experience necessary to conduct innovative empirical and legal research as well as to advise, review, and guide the research of other research professionals, in ways that the results will be informative to policy-makers and others who may not have research training or a background in research. 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 collection, creating and documenting data sets, and undertaking data cleaning and related analysis;

- Preparing reports of the findings of assigned research projects;

- Assisting with project data archiving; and

- Performing other duties as assigned by the Division Director.

The position requires some travel.
MANDATORY QUALIFICATIONS:

- Ph.D degree in a social science discipline such as, but not limited to psychology, sociology, or political science that provides a professional knowledge of quantitative and/or qualitative empirical research methods or a J.D. degree;
- Knowledge of statistical analysis programs such as SAS, SPSS, or STATA;
- Experience designing and conducting evaluations of court-focused programs; and
- At least two years of work conducting policy or law-related research.

DESIRABLE QUALIFICATIONS:

- Completion of three or more 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);
- A publication record demonstrating experience in research design and statistical analysis;
- An interest in law and science as demonstrated by current or prior research and publications;
- Strong interpersonal and communication skills, including the ability to listen well and work collaboratively with highly motivated and experienced professionals; and
- Applicants who have earned both the J.D. and Ph.D. degrees are strongly urged to apply.

SALARY AND BENEFITS:

The starting salary is set at $121,262. This position falls in the Center’s pay band VI which has a salary range up to $191,360; not all incumbents in pay band VI positions can expect to reach the top of the range. For the successful candidate who is not currently a member of the Center staff, a higher starting salary, but not to exceed $127,325, may be considered based upon the successful candidate’s current salary. For the successful internal candidate earning less than the starting range minimum, his/her salary will be brought up to the range minimum of $121,262. 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 #19-02, 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 #19-02  
Thurgood Marshall Federal Judiciary Building  
One Columbus Circle, NE  
Washington, DC 20002-8003  
OR  
personnel@fjc.gov

When applying, please refer to Announcement #19-02. This vacancy will remain open until filled but to assure full consideration, applications must be received by October 31, 2018.

**KEY REQUIREMENTS:**

- You must be a United States Citizen, subject to the exceptions enumerated at [http://www.uscourts.gov/careers](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*