



## United States Sentencing Commission

### Vacancy Announcement

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<b>POSITION:</b>	<b>RESEARCH ASSOCIATE-PROGRAMMER (Full-time, permanent position)</b>
<b>ANNOUNCEMENT:</b>	<b>#08-13</b>
<b>SALARY RANGE:</b>	<b>GS-0303-11/12/13 (\$58,206 to \$107,854 per annum)</b>
<b>OPENING DATE:</b>	<b>Wednesday, July 16, 2008</b>
<b>CLOSING DATE:</b>	<b>Open Until Filled</b>
<b>AREA OF CONSIDERATION:</b>	<b>All Qualified Sources</b>
<b>ORGANIZATION LOCATION:</b>	<b>United States Sentencing Commission, Office of Research and Data Collection (ORD), Washington, DC</b>

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The U.S. Sentencing Commission is an independent federal agency in the Judicial Branch of government consisting of seven members appointed by the President and confirmed by the Senate and two non-voting *ex-officio* members. The agency staff consists of approximately 100 employees. The Commission develops and revises guidelines for federal district court judges to consider in sentencing offenders convicted of federal crimes. The Commission monitors and evaluates the use of the guidelines, conducts research and education programs on guideline application and sentencing matters generally, and recommends improvements in federal sentencing practices. Additional information about the Commission can be accessed via the Commission's website at <http://www.ussc.gov>.

#### **BENEFITS AND CONDITIONS OF EMPLOYMENT**

The Federal Employees Health Benefits (FEHB) program, the Federal Employees Dental and Vision Insurance Program (FEDVIP), the Federal Employees Group Life Insurance (FEGLI) program, the Judiciary or government-wide Flexible Spending Benefit Programs for Dependent Care, Health Care, and Commuter Reimbursement, the Judiciary or government-wide Long Term Care Insurance Programs, retirement, the Thrift Savings Plan, and the federal leave program. The Commission also offers a monthly transit subsidy to employees who use mass transit to commute to and from work. Unemployment and Workers' Compensation benefits are applicable.

This position is in the **excepted** service and does not carry the tenure rights of positions in the competitive Civil Service. All new Commission employees, those converted from a temporary appointment to a permanent appointment, and all rehired former Commission employees are required to serve a one year probationary period. The probationary period begins on the effective date of the employee's appointment, conversion, or rehire. Employment is contingent upon a favorable FBI criminal background check and requires fingerprinting.

#### **DUTIES AND RESPONSIBILITIES**

The incumbent will work with research staff to: (1) Assist with modification of existing SAS programs; (2) Modify existing programs to detect duplicate records; (3) Run edit reports on a semi-monthly basis, print out report sheets, and manage their organization and storage; (4) Review edit reports for possible programming errors; (5) Meet with research associates to discuss data quality issues and use feedback to create new edits to improve data quality; (6) Assist with providing regular data quality reports to the Director of the Commission's Office of Research and Data Collection that identify edit rates over a specific time by analyst; (7) Assist with updating SAS programs to create tables and figures for the annual Sourcebook of Federal Sentencing Statistics, as well as write variable descriptions for appendices; (8) Assist with the production of quarterly data reports and

other specialized data reports for dissemination to the Commissioners and/or to the public through the Commission's website; (9) Assist with providing quick turnaround statistics on defendants sentenced pursuant to the federal sentencing guidelines, responding to special requests from Commissioners, Congress, the courts, and others, as directed; (10) When necessary, study issues pertinent to the development and application of the federal sentencing guidelines; (11) Assist staff with statistical programming and software support as needed; (12) Perform support or administrative tasks as needed.

### **MANDATORY QUALIFICATION REQUIREMENTS**

Applicants must have an undergraduate degree from an accredited university or college as well as satisfactory completion of course work in statistics and/or methodology, and a minimum of two years of computer programming experience while working in a professional work environment as either an intern or a paid employee. Applicants must have a working knowledge of SAS including the use of macros in programming.

### **KNOWLEDGE, SKILLS, AND ABILITIES (KSAs)**

In order to be considered for this position, applicants **must** address the following KSAs and information in a cover letter or separate written narrative statement: (1) education and SAS programming experience related to the mandatory qualification requirements and (2) preferred qualification requirements (listed below).

### **PREFERRED QUALIFICATION REQUIREMENTS**

Preference will be given to applicants with **one or more** of the following areas of experience: (1) Academic training in criminology, criminal justice, sociology, or a related empirical social science, or (2) Experience with using SAS macros to fill in spreadsheets in EXCEL, or (3) Experience with data quality control and/or data cleaning, or (4) Experience creating tables, charts, and formulas in Excel or PowerPoint.

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**HOW TO APPLY:** To be considered, applicants must submit: (1) a cover letter, (2) a resume, and (3) a separate written narrative statement that addresses the mandatory qualification requirements, any preferred qualifications, and the required knowledge, skills, and abilities (KSAs). Please submit one set of application materials either by mail or e-mail.

Application may be mailed to:           OR  
United States Sentencing Commission  
Office of Human Resources  
ATTN: Announcement Number #08-XX  
One Columbus Circle, NE  
South Lobby, Suite 2-500  
Washington, DC 20002-8002

Applications may be e-mailed to:  
[Vacancy1@ussc.gov](mailto:Vacancy1@ussc.gov)  
Please submit documents in one of these  
formats: (1) WordPerfect versions 7.0–13.0,  
or (2) MSWord 2000–XP only.  
Please include the announcement number  
in the subject line of your e-mail.

The Commission does not accept application materials by facsimile. All applications must be received in the Human Resources Office by mail or electronic mail by **CLOSE OF BUSINESS (5:00 PM) on the closing date**. For additional information or a copy of this vacancy announcement, please visit our Internet web site - [HTTP://www.ussc.gov](http://www.ussc.gov). **Application and enclosure(s) will not be returned.** Applicants must be a U.S. citizen or eligible to work in the United States as mandated by the Immigration Reform and Control Act of 1986. Employees are required to participate in electronic fund transfer, mandated by the Federal Compensation Act.

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**AN EQUAL OPPORTUNITY EMPLOYER**