



## United States Sentencing Commission

### Vacancy Announcement

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<b>POSITION:</b>	<b>SENIOR RESEARCH ASSOCIATE</b> (Full-time, permanent)
<b>ANNOUNCEMENT:</b>	#08-12 (Applicants who applied for announcement #08-01 will be considered under this announcement)
<b>SALARY RANGE:</b>	GS-0303-13/14/15 (\$82,961 - \$149,000 per annum)
<b>OPENING DATE:</b>	Monday, June 23, 2008
<b>CLOSING DATE:</b>	Open Until Filled
<b>AREA OF CONSIDERATION:</b>	All Qualified Sources
<b>ORGANIZATION LOCATION:</b>	United States Sentencing Commission, Office of Research and Data Collection, Washington, DC

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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 group life insurance (FEGLI), federal employees health benefits (FEHB), long term care insurance, the federal employees dental and vision insurance program (FEDVIP), retirement, the Thrift Savings Plan, the federal leave program, unemployment and workers' compensation benefits are applicable. The Commission participates in the mass transit subsidy program and the Judiciary's Flexible Spending Benefit Program. 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 analyzes factors associated with the sentencing of federal criminal defendants and provides expertise in research methods and analytic techniques. Under the supervision of the Director of the Office of Research and Data (ORD), the incumbent also shares the responsibility of supervising some staff. The duties of this position include but are not limited to: (1) providing qualitative and quantitative analyses of criminal justice issues and providing technical advice on complex research issues; (2) designing, supervising and completing policy analysis and participating

on and directing research projects; (3) preparing research reports, analyzing and interpreting the findings for use by Commission staff, Congress, the criminal justice community and the public; (4) participating in the design of new data coding instruments, making data coding decisions, and evaluating the reliability of data collection projects; (5) providing technical guidance and project direction to research associates from inception to project completion; (6) reviewing reports and findings by Commission staff to assure accuracy in terms of guideline application, data use, and technical precision; (7) participating in Commission working groups and on policy teams; (8) assisting the Director and Deputy Director of ORD in: (a) managing Commission contracts and (b) coordinating and allocating resources, and (9) performing other duties as assigned by the Director of ORD.

### **MANDATORY QUALIFICATION REQUIREMENTS**

Applicants must have a Ph.D. in criminal justice or a social science field very closely related to criminal justice, and a minimum of two years of post-degree work experience in the research field.

### **PREFERRED QUALIFICATION REQUIREMENTS**

Post-Ph.D. supervisory experience and/or experience performing statistical work on large databases are strongly preferred.

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

In order to be considered for this position, applicants must address their education and the work experience they possess as it relates to the mandatory qualification requirements, any preferred qualifications they possess, and the following KSAs in a separate written narrative statement:

- 1) Ability to conduct and/or apply empirical research in the criminal justice field;
- 2) Demonstrated knowledge of and experience with standard statistical analysis packages (*e.g.*, SAS and SPSS) and/or data management programs (*e.g.*, Oracle) and advanced knowledge of statistical techniques;
- 3) Effective oral and written communication skills and an ability to serve as a representative for the agency at professional conferences and meetings with other government officials;
- 4) Ability to produce research reports for several audiences including Commissioners, Congress, the Federal Judiciary, academia, and the public;
- 5) Ability to work well in a demanding environment, meet tight deadlines, and manage multiple assignments; and,
- 6) Ability to work well independently and as a member of a team, and maintain effective working relationships with agency staff at all levels, as well as with key individuals in a variety of other federal organizations and interest groups.

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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 knowledge, skills, and abilities (KSAs). Submit application materials to:

**United States Sentencing Commission  
Office of Human Resources  
ATTN: Announcement Number #08-12  
One Columbus Circle, NE  
Suite 2-500  
Washington, DC 20002-8002**

Applications may be E-mailed (WordPerfect 7.0–13.0 or MSWord 2000–XP only) to [Vacancy3@ussc.gov](mailto:Vacancy3@ussc.gov). **Applicants who submit applications or resumes via E-mail must specify the vacancy announcement number in the subject line of their 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**