

Senior Research Associate

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Where is AOC Located?

The Administrative Office of the Courts is located in Olympia, Washington, on Interstate 5 between Seattle, Washington and Portland, Oregon. Olympia and the surrounding Thurston County area offer numerous social, recreational, educational and cultural opportunities. Natural features include Puget Sound, the Olympic National Park to the west, and Mt. Rainier to the east. Mount St. Helens and the Pacific Ocean beaches are within a 2 hour drive of the city.

AOC PROFILE:

The Administrative Office of the Courts (AOC) is a department of the Washington State Supreme Court. Established by state statute in 1957, the mission of the AOC is to advance the efficient and effective operation of the Washington State judicial system.

The AOC carries out its mission through formulation of policy and legislative initiatives, court technology development, educational programs, and program support for 428 Washington judges and their staff. The AOC draws its employees from a wide range of professions including legal, information technology, research, education, and judicial administration.

The agency is administered by an executive team that is committed to maintaining a dedicated and diverse workforce that provides the highest quality of customer service and continuously develops strategies for improving the performance and effectiveness of the court system in Washington.

- POSITION:** Senior Research Associate
- SALARY:** \$58,656 to \$76,992 per year DOQ
- LOCATION:** Olympia, Washington
- OPENS:** August 16, 2013
- CLOSES:** September 16, 2013

Senior Research Associate Job Overview

- Responsible for conceiving, planning and implementing advanced research studies and performance reporting programs involving statistics or data analysis.
- Planning and implementing projects encompasses scope, goals, objectives, methods, and implementation strategies, and adaptation to program development and changes.
- Reports to the Court Research Center Manager. Interacts with executive leadership, agency management, external stakeholders, all levels of division staff, and staff assigned to specific projects.
- Decision-making is according to broadly defined guidelines and procedures, and some areas require interpretation and/or development of possible approaches.
- May direct and assess the workload of other professional research staff.

Key Responsibilities

- Court-related research design and implementation. Topic areas can include:
 - criminal justice; juvenile justice; civil justice; court-operated programs; problem-solving courts; overlap of court system with other systems, such as treatment, education, and child welfare
- Design, implementation, and quality assurance for reporting systems and process improvement initiatives
- Excellent communication with a variety of stakeholders and audiences, including
 - judges and other elected officials; staff from the judicial branch and other areas of government; other professional researchers

Senior Research Associate

AOC Offers...

- The state of Washington offers a comprehensive benefits package, including health, dental, life and long-term disability insurance
- Vacation leave
- Sick leave
- Shared leave
- Family – Medical Leave
- Military and Civil leave
- Eleven paid holidays per year
- A state retirement plan
- Deferred Compensation Program
- Deferred College Tuition Program (GET)

The AOC is committed to the practice of equal employment opportunity and non-discrimination for all persons without regard to race, creed, color, national origin, sex, marital status, sexual orientation, age, honorably discharged veteran or military status, or the presence of any sensory, mental, or physical disability or the use of a trained dog guide or service animal by a person with a disability. Persons of disability needing assistance in the application process, or those needing this announcement in an alternative format, please contact Colleen Clark, AOC Human Resource Office, at (360) 704-4143 or fax (360)586-4409, or via email to Employment@courts.wa.gov

SPECIAL NOTE:

All employees hired by the Administrative Office of the Courts are required to be fingerprinted for a criminal history background check with continued employment with the AOC contingent upon the results of this background check.

Qualifications

A master’s degree in criminal justice or other social science field to include graduate training in research methods and statistics **AND**;

- Five (5) years of professional work conducting empirical field research in an applied or graduate setting **AND**;
- At least two (2) articles either accepted or published **OR**;
- At least two (2) professional project reports documenting the execution of research efforts, including the formulation of conclusions and recommendations.

A combination of relevant education and experience demonstrating a working knowledge of the functions and responsibility of the Senior Research Specialist may be considered in the meeting the qualification baseline.

The preferred candidate will have:

- Proficient working knowledge of: court and justice system research; research methods; research design; program evaluation; agency objectives.
- Demonstrated experience to conceive and plan independent research; coordinate work of other staff, work with judges and court personnel.
- Demonstrated experience to communicate: to write clearly; to present the results of quantitative analyses concisely; to adapt presentations to particular audiences.
- Demonstrated experience to extract useful information from relational database files; to construct data files for analysis using a statistical analysis software package, such as SAS, SPSS, or STATA.

To be Considered for This Position, Please Submit:

- A cover letter specifying how you meet the qualifications of the position (no more than two pages).
- College transcripts
- Copies of approved grant applications
- A chronological resume including: dates and total months/years in each position held for each previous employer.
- [Completed AOC application form.](#)