Administrative Office of the Courts
Washington State Center for Court Research

SENIOR RESEARCH ASSOCIATE

Scope of Responsibility

- 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. As a member of the agency staff, provides input to JSD planning and budget.

- 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.

Essential Activities

- Conceptualizes and develops research projects, program evaluations, and performance reporting/ performance management systems; develops sampling procedures for data collection; analyzes population-based data obtained from existing management information systems and other data using appropriate techniques.

- Presents research findings to diverse audiences, including professionals who work in applied settings and audiences at research conferences.

- Communicates effectively with project participants and stakeholders to ensure commitment to project goals, to implement research design, and to initiate and sustain primary data collection methods and procedures from inception to completion.

- Collaborates and interacts with regional and national research communities on appropriate projects. Maintains current knowledge of relevant academic and applied literature pertaining to methods and subject matter areas.

- Identifies research grant opportunities and prepares applications that detail research design, cost of research, necessary personnel, and availability of resources for special studies.

- Uses in-depth and specialized subject-matter expertise obtained through specialized training and job experience to function as technical advisor to other research personnel on specific project subject-matter questions.

- Provides research and statistical consulting for Administrative Office of the Courts (AOC) staff, judges, and court personnel.

- Coordinates work of other AOC staff to accomplish research projects and goals.

- Performs other duties as required.

Key Competencies

- Demonstrated ability to form productive working relationships, to treat others with respect and consideration, to communicate clearly and directly at all times, to be a member of an effective team, to be guided by professional role responsibilities in all interactions, and to work effectively with people of different abilities and skill levels.

- Proficient working knowledge of court, justice system, or related system (child welfare, treatment, education, corrections) research; research methods; research design; program evaluation; performance management, agency objectives and programs.

- Demonstrated ability to conceive and plan independent research; coordinate work of other staff, work with judges and court personnel.

- Demonstrated ability to write clearly, to present the results of quantitative analyses concisely, and to adapt presentations to particular audiences.

- Demonstrated ability to construct data files for analysis using a statistical analysis software package, such as SAS, SPSS, or STATA.

- Effectively identifies tasks, activities, and timelines necessary to achieve a stated purpose. Identifies actions that are most important and time sensitive. Establishes priorities and a sequence of activities accordingly. Develops a clear understanding of required action steps.

- Develops plans and strategies that clearly identify the purpose, critical actions, priorities, timelines, scope, methodology, and expected outcomes.

- Accurately assesses the resources necessary to carry out planned actions. Perceives the impact and implication of decisions made regarding resources.

- Seeks and acts on input from others regarding critical actions, timelines, sequencing, and priorities. Anticipates potential problems as well as opportunities and adjusts plans based on input.

- Proficient time and resource management skills demonstrating the ability to work on multiple assignments concurrently, plan work to accomplish assignments, and manage time to complete assigned tasks within the structure set by supervisor.

- Exhibits ability to exercise judgment and make timely, sound strategic decisions and recommendations consistent with organizational objectives.

Qualifications and Credentials

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.

SALARY RANGE: 65

- Workweek may fluctuate depending on workload or agency need.
- Overnight travel may be required based on business need.
- This position is not covered under the Fair Labor Standards Act (FLSA).

7/13 – Content Revision
8/06 – Title Change
6/06 – Content Revision
8/03 – Salary Revision
5/03 - Established