



United States Sentencing Commission

Vacancy Announcement

POSITION:	RESEARCH ASSOCIATE (Multiple full-time permanent and temporary not-to-exceed 1 year and 1 day positions may be filled)
ANNOUNCEMENT:	#09-13
SALARY RANGE:	GS-0303-07/08/09/11/12 (\$41,210 – \$95,026 per annum)
OPENING DATE:	Tuesday, July 14, 2009
CLOSING DATE:	Open Until Filled (1st cut off date for review of applications: Tuesday, August 4, 2009)
AREA OF CONSIDERATION:	All Qualified Sources
ORGANIZATION LOCATION:	United States Sentencing Commission, Office of Research and Data Collection, Washington, DC

ABOUT THE COMMISSION

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, two non-voting *ex-officio* members, and 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.

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) compile, organize, and document research-related data files and assist in the preparation of data file documentation, statistical tables, and graphic displays and presentations; (2) analyze qualitative and quantitative data and contribute to reports and publications based on that data; (3) review existing data for errors and perform edits and data cleaning of research data files; (4) assist in the production of sentencing statistics; (5) assist in the preparation of reports assessing the sentencing impact of judicial and/or congressional sentencing modifications to the guideline structure and process; (6) assist in the preparation of databases, writing and executing computer program code and working with large data files; (7) research, review, and analyze social science research literature; (8) assist in evaluating research problems and applying or

adapting available research methods to solve research problems; (9) assist in the design and development of spreadsheets, and; (10) perform support or administrative tasks as needed.

MANDATORY QUALIFICATION REQUIREMENTS

Applicants must have an undergraduate degree from an accredited university or college, and a minimum of one year of experience working in a research environment as either an intern or a paid employee.

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 experience related to the mandatory qualification requirements, (2) preferred qualification requirements (listed below), and (3) demonstrated experience in the following areas:

- (a) Proficiency in Corel WordPerfect, Microsoft Word, or comparable word processing software,
- (b) Experience using EXCEL or a comparable spreadsheet software program to make tables and charts and using formulas,
- (c) Experience using PowerPoint to make presentations which include data graphics,
- (d) Ability to work well in a team setting,
- (e) Ability to communicate effectively orally and in writing.

PREFERRED QUALIFICATION REQUIREMENTS

Preference will be given to applicants with **one or more** of the following areas of experience:

- (1) Academic training in criminal justice, sociology, or a related empirical social science, or
- (2) Satisfactory completion of course work in statistics and/or methodology, or
- (3) Experience programming with statistical software packages (for example, **SAS** or **SPSS**), or
- (4) Experience in the collection of original data and the editing of datafiles, or
- (5) Experience with database software packages such as ORACLE.

HOW TO APPLY: To be considered, applicants must submit: (1) a cover letter, (2) resume, and (3) a narrative that addresses the knowledge, skills, and abilities (KSAs), and any preferred qualifications. Submit application materials to vacancy2@ussc.gov. We prefer that applicants submit materials via e-mail, however applications may be mailed to the Commission at the address below. Please only submit one application package via mail or e-mail.

**United States Sentencing Commission
Office of Human Resources
Attn: Announcement Number #09-13
One Columbus Circle, NE, South Lobby, Suite 2-500
Washington, DC 20002-8002**

Applications may be E-mailed (**WordPerfect 7.0-12.0 or MSWord 2000 format only**) to Vacancy2@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 P.M.) 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.

AN EQUAL OPPORTUNITY EMPLOYER