



POSITION ANNOUNCEMENT

CHALLENGING AND REWARDING OPPORTUNITY TO MAKE A DIFFERENCE IN JUVENILE AND FAMILY COURT SYSTEMS WITH A NATIONAL RESEARCH CENTER

**Research Assistant
National Center for Juvenile Justice**

Application Deadline: March 31, 2019

**Salary Range: \$15.87 – \$20.19 per hour, DOE
FLSA Status: Non-Exempt**

The National Council of Juvenile and Family Court Judges (NCJFCJ), a national non-profit organization, is seeking applications to fill the position of **Research Assistant**. This position will build on the NCJFCJ's exceptional 80-plus year record of improving courts and systems' practice and raising awareness of the core issues that touch the lives of many of our nation's children and families. As a leader in continuing education opportunities, research, publication development, technical assistance, and policy development in the field of juvenile and family justice, the NCJFCJ is unique in providing practice-based resources to jurisdictions and communities nationwide. View NCJFCJ's current initiatives at: www.ncjfcj.org/about.

The mission of NCJFCJ is to provide all judges, courts, and related agencies and practitioners involved with juvenile, family, and domestic violence cases with the knowledge and skills to improve the lives of the families and children who seek justice. NCJFCJ values staff who are independent, creative, tenacious, resourceful, dependable, and passionate about their work. NCJFCJ staff work collaboratively in a team setting to achieve this mission.

The National Center for Juvenile Justice (NCJJ), NCJFCJ's research division, works toward effective justice for children and families through research and technical assistance. Research is a vital component of NCJFCJ's efforts to improve the lives of children and families. Since its inception in 1973, NCJJ (www.ncjj.org) has been a resource for statistics and independent and original research on topics related directly and indirectly to the field of juvenile justice. NCJJ offers a collaborative work environment in a modern riverside location on Pittsburgh's rapidly developing South Side.

This full-time Research Assistant position may be located in Pittsburgh, Pennsylvania or Reno, Nevada. Both are smaller cities that offer a great quality of living. For more information, please visit <https://www.visitpittsburgh.com/or> <https://www.visitreno.com/>.

NCJJ is seeking a **Research Assistant** to join its multi-disciplinary and highly-dedicated team. This position will be involved in a wide range of topics related to juvenile justice, child abuse and neglect, and domestic violence. The Research Assistant provides support to implement research and evaluation projects and assists with tasks typically related to gathering and organizing information.

Strong emphasis is placed on the following experiences and abilities:

- Interest in and knowledge of social science or legal research and its application in juvenile justice or juvenile and family law
- Strong, effective verbal and written communication skills with emphasis on report writing and development of information materials
- Plan and carry work through to completion, with limited supervision, with accuracy and strong emphasis on attention to detail
- Comfortably manage multiple tasks and projects using time management and organization skills
- Experience with data collection and analysis, SPSS experience preferred.
- Strong PC-based computer skills and proficiency utilizing various software such as Microsoft Office 2010 or 2016 (Word, Access, Excel, PowerPoint), and Internet search engines and browsers

The ideal candidate for the Research Assistant position will possess the following attributes:

- Bachelor's degree in behavioral science, social science, or human service field
- One year of related experience in a social science or human service field, *or*
- Equivalent combination of training, education, and experience in a relevant field
- Experience in a non-profit or grant-funded environment preferred

For more information regarding work experience, educational requirements, and essential job functions, please refer to the **Research Assistant** job description attached.

The successful candidate for this position must be able to relocate to Pittsburgh, PA, or Reno, NV, and possess the capability to address geographical challenges inherent in communicating and collaborating with NCJFCJ headquarters. NCJFCJ is not able to provide reimbursement for interview travel or relocation expenses.

The NCJFCJ's current benefit package includes medical/dental/vision/prescription coverage for full-time employees and their dependents. Life insurance and retirement savings plan with employer match after one year of employment. If you are a dynamic and professional individual who appreciates demanding yet gratifying work, we invite you to submit your completed application materials.

FOR FULL CONSIDERATION, applicants must submit the following no later than Sunday, MARCH 31, 2019:

- Tailored Letter of Interest,
- Résumé or CV,
- Completed NCJFCJ Application

Submission by email in MS Word or PDF format is preferred. Please direct all of the required application materials to: hr@ncjfcj.org

Hard Copy:

National Council of Juvenile and Family Court Judges
Attention: Human Resources Department
P.O. Box 8970
Reno, NV 89507

~ NCJFCJ is proud to be an Equal Opportunity Employer ~

NATIONAL COUNCIL OF JUVENILE AND FAMILY COURT JUDGES POSITION DESCRIPTION

RESEARCH ASSISTANT

Job Data	<p>Pay Grade: AOS2</p> <p>FLSA Status: Non-Exempt</p> <p>Reports To: Research Associate, Senior Research Associate, Program Director, Director</p> <p>Date: October 2016</p>
Job Summary	<p>The Research Assistant will provide support to implement research and evaluation projects and assist with tasks typically related to gathering and organizing information. Responsibilities include library and Internet research; assisting with production of reports, presentations, and other materials; data entry; data collection activities; and implementing surveys or conducting interviews using a predesigned protocol. This position will develop knowledge in topics relating to juvenile justice and/or juvenile or family law.</p>
<p><i>In the performance of their respective tasks and duties, <u>all employees</u> are expected to practice and apply the following principles:</i></p> <ul style="list-style-type: none"> • Grasp broad overview of NCJFCJ and develop working knowledge of its programs and services • Follow organizational and departmental policies, procedures, protocols, and systems • Perform quality work, with or without direct supervision • Interact professionally and respectfully with all staff, members of the organization, public and private officials, faculty, partners, suppliers, local communities, and the general public • Work collaboratively and effectively with all members of the organization, whether as a team player, team leader, or individual contributor • Work independently while understanding the necessity for communicating and coordinating work efforts with managers, staff, and other organizations • Meet professional and work obligations through efficient work habits by meeting deadlines, honoring schedules, and coordinating resources in an effective and timely manner • Be self-motivated and highly responsive to individuals, staff, members, and the organization • Demonstrate independent decision-making, problem-solving, creative thinking, and analytical skills • Approach work with a positive attitude, sense of humor, and energy • Willingness to continuously learn and be flexible • Use discretion in managing sensitive, proprietary, or confidential information • Be responsible stewards of the organization’s resources 	
<p>The following generally describes the essential functions, minimum education, experience, knowledge, skills, and abilities required to enter the job and to perform the responsibilities and duties of this position.</p>	
Essential Functions Required	<p>Essential functions and responsibilities may include, but are not limited to, the following:</p> <ul style="list-style-type: none"> • Gather information on juvenile justice or juvenile and family law issues using a variety of sources including documents, online resources, laws, and interviews • Assist in data collection including implementing surveys or conducting interviews using a predesigned protocol • Data coding/recoding and prepare data documentation following established specifications • Organize quantitative and/or qualitative information • Conduct professional site visits and field work • Assess and coordinate responses to training and technical assistance requests • Assist in preparation of information dissemination materials including written documents, infographics, Web sites, and presentations • Communicate with juvenile justice and/or juvenile or family law professionals • Assist with preparing funding proposals • Other duties as assigned*

JOB DESCRIPTION RESEARCH ASSISTANT

<p>Education and Work Experience</p>	<ul style="list-style-type: none"> • Undergraduate degree from an accredited university in behavioral science, social science, or human service or similar areas of study • A minimum of one year experience assisting or conducting research either as part of course work, independent study, or employment, <i>or</i> • Equivalent combination of training, education, and experience in a relevant field • Experience working in a non-profit or grant-funded environment preferred
<p>Knowledge, Skills, and Abilities (“KSAs”)</p>	<ul style="list-style-type: none"> • Interest in and knowledge of social science or legal research and its application in juvenile justice or juvenile and family law • Knowledge of human subjects privacy protections and data confidentiality strategies • Strong PC-based computer skills and proficiency utilizing various software such as Microsoft Office 2007 or 2010 (Word, Access, Excel, PowerPoint), and Internet search engines and browsers • Ability to manage files and maintain records in compliance with recordkeeping policies • Strong, effective communication skills, both verbally and in writing, with emphasis on report writing and development of information materials • Ability to plan and carry work through to completion with accuracy and with strong emphasis on attention to detail • Able to comfortably manage multiple tasks and projects utilizing time management and organization skills • Knowledge of proper telephone and email practices and etiquette
<p>Physical Demands</p>	<ul style="list-style-type: none"> • Extended periods of sitting • Extended use of desktop/laptop computer and peripheral equipment • Read and analyze fine print for extended periods • Occasional stooping, standing, carrying • Occasional lifting up to 50 lbs. (with assistance) <p>The physical demands of this position are representative of those that must be met in order to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</p>
<p>Work Environment</p>	<ul style="list-style-type: none"> • Fast-paced, high-pressure, professional office environment • Evening, weekend, holiday, and overtime work may be required • Occasional travel, locally and nationally, is required

**The statements herein are intended to describe the general nature and level of the position, but are not necessarily a complete list of responsibilities, duties, and skills required of employees so classified. As such, responsibilities, duties, and required skills may be changed, expanded, reduced, or deleted to meet the business needs of the National Council of Juvenile and Family Court Judges. Furthermore, they do not establish a contract or implied contract for employment.*