

**The United States District Court  
Southern District of Florida  
U. S. Probation Office  
Notice of Vacancy**

**Position:**                   **Research Analyst**  
Part-Time (20 hrs per week)  
Temporary - NTE: 09/27/2013

**Ann - No:**                   2013-PRB-01

**Location:**                   Miami Courthouse (limited travel to Broward County)

**Salary:**                     \$15.77 - \$19.30 per hour (commensurate with experience)

**Opening Date:**           12/14/2012

**Closing Date:**           01/04/2013 or Until Filled

**Desired Start Date:** 01/14/2013

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**NOTE: Temporary position may be for a lesser time period than posted, or may result in conversion to non-temporary or full-time status without re-advertising.**

**Position Overview**

This position performs various functions with the major responsibility of conducting research analysis of data. The Research Assistant works closely with assigned Probation Officers assisting the officer with specific district research projects such as STARR (Staff Trained at Reducing Re-arrests) and other Evidenced Based Practice initiatives. Also provides clerical, technical, and analytical services related to multiple administrative functions, ensuring compliance with the appropriate guidelines, policies, and approved internal controls. Assists with the collecting, coding, and analyzing data from Probation data bases such as PACTS, DSS, STARR coaching forms and else where. Maintains and updates data spread sheets from excel and transfers data to STATA. Conducts literature reviews on the assigned research topics. Assists the assigned probation officer with formatting data into a power point presentation. Transmits documents via e-mail, courier, or postal mail, fax, and electronic submissions. Responsible for scanning/uploading documents into PACTS Document Imaging Module (PDIM) following appropriate naming and dating protocol within established time frame parameters. Performs Probation Clerk duties, assisting officers, as needed. This includes typing, proofreading, formatting, and distribution of official documents. Assists with general office operations and special projects, as needed.

**Qualification Requirements**

Requires a minimum one year specialized work experience in statistics and a minimum of three years progressively responsible clerical and/or administrative work experience. Must have excellent computer skills, ability to use PACTS and Quattro Pro. Must be proficient with STATA (Data Analysis and Statistical Software). Must have the ability to extract and analyze information from databases and identify any deficiencies. Experience in statistical reporting is highly preferred.

**Education:** Must have Associates Degree. Degrees in statistics, mathematics, and/or other related field is highly desirable.

**Organizational Relationship**

This position reports directly to the Assistant Deputy Chief of Supervision Services in the Miami Courthouse.

## **Background Check**

This is a sensitive position within the Judiciary. The selected candidate will be subject to a technical fingerprint check through the FBI Criminal Justice Information Services Division database **and** a Credit Check as a condition of employment. Employment will be considered provisional until the background check is completed.

## **To Apply**

- ▶ Email AO78 - Application for Judicial Branch Employment (in pdf format only) to: [flsd\\_hrmail@flsd.uscourts.gov](mailto:flsd_hrmail@flsd.uscourts.gov)
- ▶ Make sure to indicate the Announcement Number in the subject line of your email
- ▶ The AO78 Application is available in the Court's Website at: [www.flsd.uscourts.gov](http://www.flsd.uscourts.gov)

Human Resources Office  
Website: [www.flsd.uscourts.gov](http://www.flsd.uscourts.gov)  
General Info: (305) 523-5980

**Only qualified applicants will be considered for this position.  
Those applicants selected for further consideration will be subject to testing.  
The Federal Court practices zero tolerance for illegal drug use.**

**THE UNITED STATES DISTRICT COURT  
IS AN EQUAL OPPORTUNITY EMPLOYER**