

Pre-Trial Services Corporation
OF THE MONROE COUNTY BAR ASSOCIATION

RESEARCH ASSISTANT

OBJECT OF THE POSITION: to provide research support to the Assistant Director of Administration and the programs of Pre-Trial Services Corporation

REPORTS TO: The Assistant Director of Administration

DUTIES OF THE POSITION:

- Utilizing various computer software applications including data base, word processing, spreadsheets, statistics and graphics
- Utilizing both manual and automated information systems to retrieve and input data
- Providing research support activities such as data collection and collation, report generating and initial analysis
- Retrieving data related to program activities and functions through the agency client data base
- Working closely with program personnel to gather data and to monitor quality of program data input
- Working closely with the Assistant Director of Administration on special research projects including activities which may involve retrieving information from external sources
- Performing any other tasks as deemed appropriate by the administration of Pre-Trial Services Corporation

MINIMUM REQUIREMENTS/PERFORMANCE STANDARDS:

- Must demonstrate broad cultural sensitivity and a non-judgmental approach to clients
- Must have strong computer skills including knowledge of the types of software applications listed above
- Must have knowledge of research principles and methods
- Must demonstrate ability to organize and accomplish tasks in a timely and accurate manner
- Must have ability to set priorities for routine tasks with limited direction
- Must demonstrate strong communication skills and an ability to interact helpfully and professional with others in the organization and in the community

SALARY: \$20,000 plus benefits

WORK WEEK: 40 Hours

EDUCATIONAL REQUIREMENTS:

Bachelor's Degree from an accredited four year college or university in human services or criminal justice fields. Must have course work on research methodologies and at least one year of relevant experience.

Or

Master's degree from an accredited college or university in the field of human services or criminal justice. Must have course work on research methodologies.

Or

Any combination of training, education and/or experience as deemed equivalent by the Executive Director of Pre-Trial Services Corporation

INTERNAL APPLICATION PROCESS:

Employees interested in applying for this position should submit a letter indicating interest and an updated resume to Barbara Darbey by no later than **5pm, Friday, February 14, 1997.**