



## TENNESSEE DISTRICT ATTORNEYS GENERAL CONFERENCE

STEPHEN D. CRUMP • EXECUTIVE DIRECTOR

### **Career Employment Information**

The District Attorney's General Conference Office is an equal opportunity employer accepting applicants from all experience levels. All applicants must provide a resume, cover letter, and signed application to be considered. Please contact the appropriate member of our Staff for all inquiries. All applications will be forwarded to the hiring committee.

It is the policy of the District Attorney's General Conference to prohibit discrimination in matters of recruitment, employment, training, promotion, wages, and discipline on the basis of race, ethnicity, color, gender, sexual orientation, age, religion, national origin, marital status, family status, height, weight, disability, veteran status, genetic status, or any other legally protected status in accordance with all federal, state and local laws and regulations. The District Attorney's General Conference Office will take affirmative action to ensure the fulfillment of this policy.

All staff with the District Attorney's General Conference provides key roles throughout the office to assist in the functioning of the 32 District Attorney Generals Offices.

### **TO APPLY:**

For All Positions:

- Submit **One PDF File** to [ldsteen@tndagc.org](mailto:ldsteen@tndagc.org)
- Comprised of the Following:
  - Signed Application (Designate Position Applying For)
  - Résumé
  - Cover Letter

## Who we are and what we do:

TNDAGC has a role in developing public policy within the criminal justice system. District Attorneys are the chief law enforcement officials within their judicial districts. Criminal acts are prosecuted by the District Attorney and TNDAGC coordinates activities of the District Attorneys.



## Research Analyst Tennessee District Attorneys General Conference Nashville, TN

### Key Responsibilities:

The Tennessee District Attorneys General Conference is seeking an experienced candidate to fill the position of Research Analyst. This new position will be primarily responsible for researching data, interpreting and organizing critical information relating to policies, programs and trends concerning criminal justice. The ideal candidate will be creative, possess excellent collaborative skills, and have enthusiasm for data collection and analysis. Knowledge of the criminal justice system, self-motivation, flexibility, organizational skills and initiative for self-improvement are highly valued.

### Minimum Qualifications:

A qualified candidate should have a Bachelor's Degree from an accredited college or university in the statistics, applied statistics, social or behavioral sciences, business, business administration, public policy or criminal justice. In addition, two years of experience performing research and statistical analysis and preparing reports of findings is preferred. Candidates with an advanced or professional degree will be given preference. A qualified candidate should be highly motivated, innovative, and able take direction and then work toward established goals.

Tasks require the ability to exert very moderate physical effort in light work, such as lifting or carrying files or materials of moderate weight (12-20 pounds). Minimal travel is anticipated but may be occasionally required. The salary for an employee beginning at entry level, with minimum experience and education, is \$4,166 monthly. This position reports directly to the Research Director.

### Essential Functions:

The following duties are normal for this position. The omission of specific functions does not exclude similar work that is related; other duties may be required and assigned by the Executive Director or Research Director.

- Research statistical data, including data collected by other criminal justice agencies, including the Tennessee Bureau of Investigation, the Tennessee Department of Safety and Homeland Security, the Tennessee Department of Correction, the U. S. Department of Justice and other credible agencies.
- Create reports, charts, graphs, and statistical tables regarding crime, sentencing, prosecution and public safety.
- Gather and maintain statistics, data, research reports and other relevant information.
- Collect and analyze criminal justice data as it relates to geography and demographics.
- Efficient use of computer databases, electronic spreadsheets, desktop publishing, word processing, and statistical applications to manipulate, analyze, and present data.
- Study current research methodology and crime related literature in order to assess recommendations for improvements in crime analysis and prosecution practices.
- Conduct briefings and presentations of analytical findings and conclusions.
- Make written and oral presentations, using maps, charts, and graphs of emerging or existing data related to crime and prosecution statistics.
- Collect and organize criminal information from resources including the media.
- Compile information, analyze findings, make interpretations, and utilize findings to prepare and present complex and comprehensive reports.

- Present research summations and convert findings to practical applications.

All applicants must submit a current resume, fully completed application and signed release form to allow a background check. These documents are located on our website at <https://www.tndagc.org/join-our-team/research-analyst> and must be submitted to Laurie Steen, HR Director at [ldsteen@tndagc.org](mailto:ldsteen@tndagc.org) or mail to: District Attorneys General Conference, Attn: Laurie Steen, 226 Anne Dallas Dudley Blvd. Suite 800, Nashville, TN 37243 by June 13, 2025. The selection process involves a structured interview process and background check.

Pursuant to the State of Tennessee's Workplace Discrimination and Harassment policy, the State is firmly committed to the principle of fair and equal employment opportunities for its citizens and strives to protect the rights and opportunities of all people to seek, obtain, and hold employment without being subjected to illegal discrimination and harassment in the workplace. It is the State's policy to provide an environment free of discrimination and harassment of an individual because of that person's race, color, national origin, age (40 and over), sex, pregnancy, religion, creed, disability, veteran's status or any other category protected by state and/or federal civil rights laws.



**PERSONAL DATA:**

Date of Birth: \_\_\_\_\_  
(MONTH) (DAY) (YEAR)

Driver's License: \_\_\_\_\_  
(NUMBER) (TYPE) (STATE)

Social Security Number: \_\_\_\_\_

**EDUCATION:**

High School Attended: \_\_\_\_\_ Date graduated: \_\_\_\_\_

Colleges and universities attended:

<u>SCHOOL</u>	<u>LOCATION</u>	<u>FROM/TO</u>	<u>DEGREE</u>	<u>MAJOR</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

**SPECIAL QUALIFICATIONS**

Specialized coursework/training: If needed, attach separate sheet of paper:

<u>TYPE</u>	<u>LOCATION</u>	<u>DATE</u>	<u>CERTIFICATE OF SERVICE</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**US CITIZEN:**             Yes     No

**MILITARY SERVICE:**  Yes     No

**CURRENT ORGANIZATION MEMBERSHIPS:**

NAME OF ASSOCIATION

DESCRIPTION

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**EMPLOYMENT EXPERIENCE:** (Give most recent first. Updated and accurate information should be provided so contact can be made with minimal effort.) Attach additional sheets if necessary.

1. Business Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone #: \_\_\_\_\_ Dates of Employment: \_\_\_\_\_  
Position: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
Duties: \_\_\_\_\_  
\_\_\_\_\_

2. Business Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone #: \_\_\_\_\_ Dates of Employment: \_\_\_\_\_  
Position: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
Duties: \_\_\_\_\_  
\_\_\_\_\_

3. Business Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone #: \_\_\_\_\_ Dates of Employment: \_\_\_\_\_  
Position: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
Duties: \_\_\_\_\_  
\_\_\_\_\_

**REFERENCES:**

Give three references (not relatives or former or present employers) who are responsible adults who have known you for at least five years.

<u>NAME</u>	<u>ADDRESS</u>	<u>PHONE</u>	<u>Relationship</u>
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_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**What special qualifications do you possess for this position?**

**Reason(s) for seeking employment with this organization:**

**Outside interests/hobbies:**

**CERTIFICATION:**

I hereby certify that I (have/have not) been convicted of, or pled guilty to, to any felony and/or misdemeanor charge(s) in violation of any Federal or State law(s) or city ordinance(s).

I further certify that I (have/have not) been dismissed from any previous employment for improper or unprofessional conduct, inefficient service, neglect of duty, incompetence, or insubordination.

I hereby certify that all information provided by me on this application is ACCURATE AND COMPLETE to the best of my knowledge. I understand that any false or incomplete information furnished by me or failure to disclose requested information, may result in the rejection of this application, may make me no longer eligible for consideration for employment or may result in my dismissal after my employment. I authorize the this office to investigate any statement contained in this employment application and release former employers and reference contacts from any and all liability on account of furnishing such information to this office. I further understand that, if considered for this position, this office will conduct criminal and/or driving record checks. I understand that nothing contained in this employment application or in the granting of an interview is intended to create an employment contract between this office and myself.

Signed this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

\_\_\_\_\_  
Applicant's Signature

**CRIMINAL HISTORY CHECK RELEASE**  
**Tennessee District Attorneys General Conference**

**EMPLOYEE NAME:** \_\_\_\_\_

**SECURITY SOCIAL NUMBER:** \_\_\_\_\_

**DATE OF BIRTH:** \_\_\_\_\_

**The office of the District Attorney checks references , runs criminal histories and driving histories on all new employees, interns and volunteers. Your signature below authorizes us to perform these security checks.**

**I, \_\_\_\_\_, GIVE MY PERMISSION TO THE OFFICE OF THE DISTRICT ATTORNEY TO CHECK PERSONAL REFERNCES AND TO CHECK NCIC FOR A CRIMINAL HISTORY.**

\_\_\_\_\_  
**SIGNATURE**

\_\_\_\_\_  
**DATE**

Background Investigation: The following transactions were run on employee:

- National Criminal Information Database**
- TBI Criminal History**
- National & State Sex Offender Registry**
- Orders of Protection**
- Wanted Personal**

No criminal history record was found on this candidate.

\_\_\_\_\_  
**SIGNATURE OF PREPARER**

\_\_\_\_\_  
**DATE**