



TNDAGC Opening: Research Analyst

Career Employment Information

The District Attorneys General Conference Office is an equal opportunity employer accepting applicants from all experience levels. All applicants must provide a résumé, 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 Attorneys 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 Attorneys General Conference Office will take affirmative action to ensure the fulfillment of this policy.

TO APPLY:

For All Positions:

- Submit **One PDF File** to ldsteen@tndagc.org
- Comprised of the Following:
 - Signed Application (Designate Position Applying For)
 - Résumé
 - Cover Letter
- Applications are **due by Friday, July 8th, 2022**

Key Responsibilities:

The TNDAGC is seeking an experienced candidate to fill the position of Research Analyst. This position will be primarily responsible for assisting with the research and communications needs of the office. This will include researching, interpreting, and organizing critical information relating to policies, programs and trends concerning criminal justice, and preparing this information for distribution to the General Assembly, other government entities, and the public. The ideal candidate will be creative, possess excellent writing and communication 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 social or behavioral sciences, communications, business, business administration, public policy, or criminal justice. In addition, two years of experience performing research and preparing reports of findings is preferred. Extensive experience in related fields may qualify a candidate with an associate degree. A qualified candidate should be highly motivated, innovative, and able take direction and 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 \$4,200.00 monthly. This position reports directly to the Research and Public Affairs Manager.

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 Deputy Executive Director.

Communications:

- Assist with the design, planning, and implementation of public education and crime victim engagement efforts.
- Create infographics, reports, one-pagers and presentations for legislators, other criminal justice stakeholders, and the public
- Help monitor and create content for the Conference's social media accounts, newsletter, and website.

Research:

- Research statistical data, including data collected by 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.
- Research reports, databases, and news outlets with information regarding crime, sentencing, prosecution, and public safety.
- Collect and analyze criminal justice data as it relates to geography and demographics.
- Assist with legislative research and bill tracking.
- Efficient use of computer databases, electronic spreadsheets, desktop publishing, and word processing to manipulate, analyze, and present data.



TENNESSEE DISTRICT ATTORNEYS GENERAL CONFERENCE

GUY R. JONES
EXECUTIVE DIRECTOR

DISTRICT ATTORNEYS GENERAL CONFERENCE STAFF APPLICATION

Note: Please complete the following information. Please do not omit any information. Specify the position for which you are applying. Addresses and telephone numbers should be those where the applicant can be contacted. All information is subject to verification.

DATE: _____

NAME: _____
(LAST) (FIRST) (MIDDLE)

CURRENT ADDRESS: _____

MAILING ADDRESS: _____
(if different) _____

TELEPHONE: _____ WORK PHONE: _____

CELL NUMBER: _____

POSITION APPLYING FOR: _____

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

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.

| Business Name: _____

Address: _____

Phone #: _____ Dates of Employment: _____

Position: _____ Supervisor: _____

Duties: _____

| Business Name: _____

Address: _____

Phone #: _____ Dates of Employment: _____

Position: _____ Supervisor: _____

Duties: _____

| 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.

NAMEADDRESSPHONERelationship

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 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