**DUTY STATEMENT**

**DEPARTMENT OF JUSTICE**

**CALIFORNIA JUSTICE INFORMATION SERVICES DIVISION**

**DEPARTMENT OF JUSTICE RESEARCH CENTER**

**SOCIAL JUSTICE RESEARCH AND POLICY PROGRAM**

**JOB TITLE:** Graduate Student Assistant (GSA)

**POSITION NUMBER:** 420-701-4872-901

**INCUMBENT:** Jarrod Brown

**STATEMENT OF DUTIES:** Under the close supervision of the Research Data Supervisor (RD Sup) II, the Graduate Student Assistant (GSA) assists in the performance of professional duties such as research and other functions relating to departmental assignments in a training capacity. The GSA will be responsible for assisting staff with extracting criminal history data for the purpose of completing studies related to sex offender risk assessment and the recidivism rate of offenders. The information obtained will be used as research to review the current risk assessment instruments tools in California.

**SUPERVISION RECEIVED:** Under close supervision of the RD Sup II.

**SUPERVISION EXERCISED:** None.

**TYPICAL PHYSICAL DEMANDS:** Ability to sit, type, rotate, and work at a desk/computer work station in a professional office environment for an extended period of time and complete assignments within deadlines, and occasionally lift/move up to 20 pounds.

**TYPICAL WORKING CONDITIONS:** Enclosed office area with modular furniture in a smoke-free environment.

**ESSENTIAL FUNCTIONS:**

50% Reviews relevant literature, provides synthesis and analysis of relevant literature on prior research, case law, and other empirical based documents. Assists in the designing and implementation of research projects. Enters data, applies appropriate cleaning protocols, runs descriptive analytics on data and provides brief interpretation and summary on findings.

25% Reviews and analyzes criminal rap sheets to identify reoffending behavior data for recidivism related outcomes in various research projects. Requests criminal history folders for review and verifies criminal history data from the ACHS, CSAR, and other sources as needed by project. Obtains and reviews court documents, police reports, probation reports, and other documents for research regarding initial sex offense(s) and reoffending behavior.

20% Assists staff with the research and data request section by creating folders for new projects, reviewing applications, communicating with requestors about data needs and

other technical assistance-related inquires, process renewal requests, and prepare for monthly meetings.

5% Assists both the unit and the program with general administrative duties, which includes using copiers, facsimile machines, and a personal computer to compose, edit, receive, log, and track the processing of program requests and documents.

*I have read and understand the duties and essential functions of the position and can perform these duties with or without reasonable accommodation* (Refer to the Essential Functions Health Questionnaire, STD 910).

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Employee Signature Date Supervisor Signature Date