

**RECORDS MANAGMENT ANALYST
TEMPORARY POSITION**

New River Community Corrections is seeking an efficient, detail-oriented research analyst. In this position, candidates will interpret, manage, and analyze research data in order to translate results into better solutions. The data and findings will be shared with the stakeholders of the 27th judicial jurisdiction.

Research Analyst Requirements and Qualifications: Bachelor's degree in computer science, business, IT, management, administration, economics, or information science. Two years' experience in an applied research or data management environment; experience in IT, economics, business/systems analysis, quality assurance, or relevant position. Able to manipulate large, complex data sets using a variety of software applications (SPSS, SAS, Excel, Microsoft Office Suite), including the use of relational databases. Able to perform statistical analysis. Skilled knowledge in generating process documentation. Strong written and verbal communication skills with technical writing skills a must. Able to multitask, prioritize, and manage time efficiently.

This is a temporary position and is expected to last about three months. Pay will be \$10-\$12 per hour and will be based upon experience and education. Hours will vary between 10-15 per week.

Interested applicants may apply directly to Tammy Safewright, Human Resources Director, 143 3rd St, NW, Pulaski, VA 24301 or through the Virginia Employment Commission Office. Applicants must submit a cover letter, resume, and completed county application which is available at the county website: www.pulaskicounty.org

Application review to begin immediately, position open until filled.
Equal Opportunity Employer