



Job Announcement

Position Title: Lead Researcher for the Ohio Collateral Sanctions Database

Project Description: The Ohio Justice & Policy Center has been funded to develop the Ohio Collateral Sanctions Database, which will be an online database of all the collateral consequences of criminal convictions. These consequences include all of the Ohio statutory and regulatory employment barriers that are triggered by a criminal conviction. The database will eventually be a publicly accessible resource for use by defense attorneys, prosecutors, and judges, as well as the numerous professionals inside and outside the criminal justice system who work to help people with criminal records find jobs. The final product will be a website where a user may input a criminal charge and obtain a list of all the employment and other consequences triggered by that offense; it will also allow a user to input a field of employment and obtain a list of all the criminal convictions that might trigger a barrier to that field. Phase 1 of the project (Jan.-Aug. 2010) will be the legal research and the development of the database infrastructure and website. Phase 1 will primarily consist of the creation of two very large and very exact lists: one of each distinct criminal offense in Ohio and the other of every employment and other barrier triggered by criminal offenses in Ohio. Phase 2 (Sept.-Dec. 2010) will be the testing of the database with various focus groups. At the end of Phase 2, the database will be publicly launched with web-based and public presentations.

Overall responsibility for this position: Conduct legal research for the construction of the database; assist with testing and promotion of database once constructed.

Contract term: One year, January–December 2010.

Key elements of job responsibilities

- Network with attorneys, researchers, and database developers in other states that have developed similar projects.
- Work with OJPC staff and database-website developers to design research methodology to be used by yourself as well as volunteer law students.
- Train volunteer law students and work closely with the law-school faculty member responsible for overseeing law-student work on this project. Ensure accuracy of student work.
- Network with officials in various state agencies to verify operation of statutory and regulatory barriers and to obtain relevant sub-regulatory materials.
- Attend meetings (approximately monthly) of work and funding partners in Columbus.
- Demonstrate progress regularly to OJPC staff member.
- With OJPC, set up and conduct web-based and in-person demonstrations of beta version of the website/database with various focus groups, including attorneys, judges, social workers, and other potential users. Create a consistent process for soliciting and evaluating feedback. Conduct similar presentations for public launch of the database-website. Design print materials for these events.

The person filling this position must have the following resources available to execute this work: Portable computer with internet connectivity, cell phone, and transportation means for out-of-town meetings (mileage will be reimbursed at prevailing IRS rate).

Qualifications

Required:

- Previous work experience demonstrating a very strong aptitude for precision and thoroughness.
- Previous legal research experience.
- Associate's or bachelor's degree in paralegal studies, or juris doctorate degree.

Strongly preferred:

- Previous legal research experience with the Ohio Revised Code and Ohio Administrative Code.
- Moderate proficiency with Microsoft Access and Microsoft Excel.
- Strong written and verbal communication skills.

To apply: **Send résumé and cover letter in PDF format by email to Stephen JohnsonGrove, sjohnsongrove@ohiojpc.org.** Any questions may also be directed to the same email address. **Do not** contact by telephone and **do not** follow email with paper copies unless requested.