

CLASSIFICATION SPECIFICATION

FLSA:	NEXP	Job Code:	ACV31402
Job Class Code:	710	Salary Schedule:	AREG
EEO Category:	05	Grade:	13
Workers Comp Code:	8810		

Job Code Established:	07/11/91	Effective Date:	03/22/86
Job Code Revised:	01/01/01	Effective Date:	

JOB CODE SERIES: Statistical Development and Analysis Series

JOB CODE TITLE: RESEARCH STATISTICAL ASSISTANT

HRIS TITLE: RESEARCH STAT ASST

CHARACTERISTICS OF THE CLASS: Typically reports to a professional Research and Statistical Analyst. Authority to make decisions regarding the potential relevance of particular data and analyses; to exercise judgment in preparing final reports and in the training of other clerical and technical employees. Responsible for technical research and statistical clerical work in the preparation of charts, graphs and reports. May serve as a lead worker; performs related work as required. Responsible for the appropriateness of data presentation modes; for the relevance and usefulness of derived statistics; for the accuracy of compilations and computations; for the recognition and referral of questionable data or results; to serve as a lead over other clerical employees as assigned. Work product consists of Accurate and timely completion of assigned statistical analyses and transformations; accurate and timely gathering and inputting of data to identify and project trends; accurate and timely response to requests of professional research and statistical analysts; proficient operation of automated office equipment to obtain desired result.

EXAMPLES OF DUTIES: Transforms raw data into more usable forms via various statistical formulae and equations. Compiles and tabulates data from a variety of sources; devises charts, graphs, and tables for the presentation of this information. Extracts relevant data, compiles figures and prepares reports utilizing results of traditional and electronic data processing. Gathers and inputs data and reviews computer outputs to identify and project trends. Interprets results of statistical compilations, detects inconsistencies in reported data, and attempts to explain causes. May oversee and train other clerical and technical employees. May finish reports and summaries prepared by professional research and statistical analysts. May operate work processing equipment or other automated office equipment for data analysis, retrieval, and storage. Performs related work as required.

WORK CONDITIONS: No unusual work conditions.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of: basic and complex statistical formulae and equations; statistical compilations sufficient to detect apparent inconsistencies and to attempt causal explanations; statistics sufficient to choose appropriate analyses for particular purposes and in response to the nature of data; computer applications sufficient to identify and project trends relevant to the concerned agency.

Ability to: devise charts, graphs and tables to explain data in clear terms to lay persons; assist professional research and statistical analysts; detect inconsistencies in reported data and propose plausible explanations; identify and project future trends based upon presently available data; apply mathematical equations; oversee and training clerical and technical employees.