

STATISTICAL RESEARCH ASSISTANT II

DESCRIPTION OF WORK

This is independent research work in organizing, collecting, studying and reporting program statistical data.

An employee in this class works independently in applying various data gathering statistical techniques in the compilation of data, data investigation, and preparation of reports. Work may involve the supervision of subordinate statistical research assistants and clerical personnel. The employee performs computations characterized by a minimum amount of instruction in the use of a comparatively wide variety of predetermined statistical procedures and may assist Statisticians in determining procedures of collection, processing and compiling. Work reflects knowledge of program and data needs and resources. Work requires considerable use of judgment and discretion in designing data gathering instruments and reporting methods and procedures. Work is reviewed by a higher level statistical research assistant or statistician for adequacy of coverage, soundness of interpretation or analysis, and clarity of presentation.

EXAMPLES OF DUTIES PERFORMED

Designs or assists in the design of questionnaires and manuals of instructions for use in the collection of statistical data.

Applies a variety of statistical techniques and formulae in the preparation of data.

Writes simple computer programs to produce appropriate data; uses computerized, packaged statistical programs; instructs others in the use of the computer-packaged programs.

Make field trips for the purpose of instructing personnel in methods of collecting statistical data.

Prepares textual material to explain new items, definitions, sources, and trends; drafts reports of project results.

Explains data reports and procedures to users by phone or through correspondence.

Performs related duties as required.

RECRUITMENT STANDARDS

Knowledges, Skills, and Abilities

General knowledge of sources of statistical information.

General knowledge of the computer and its capabilities for processing statistical data.

Ability to apply prescribed methods and techniques in collecting, interpreting, and reporting numerical data.

Ability to present analyses and conclusions with clarity and precision in written and oral form.

Ability to communicate effectively in oral and written form and to supervise the work of others.

Minimum Education and Experience

Graduation from a four-year college or university, preferably with coursework in statistics or other coursework directly related to the work to be performed, and six months of experience in collecting, interpreting, and reporting statistical data; or graduation from high school and five years of progressively responsible statistical/clerical experience of the kind found in Statistical Aides (IV) and (V), including three years in gathering, editing, and reporting statistical data; or an equivalent combination of education and experience.

Special Note - This is a generalized representation of positions in this class and is not intended to identify essential functions per ADA. Examples of work are primarily essential functions of the majority of positions in this class, but may not be applicable to all positions.