

SOCIAL RESEARCH ASSISTANT I

DESCRIPTION OF WORK

Work in this class involves gathering, editing, analyzing, and reporting data for social and economic research.

Employees participate in the total research process, including literature searches, identification of population to be surveyed, questionnaire design, collection and compilation of data, analysis by statistical or other means, and editing and formatting of reports. In a larger, more complex project, employees may be involved in only one or several aspects of the research. Employees have limited involvement in research design. Methodology and source materials are usually readily available. Within this framework, employees are expected to use considerable judgment and research skills in performing their work assignments.

EXAMPLES OF DUTIES PERFORMED

Determines sources of data and methods used in collecting data, within the guidelines of established methodology.

Searches literature and abstracts relevant information for use in research projects, student training, and the like.

Supervises data collection, coding, and computer input of data; recommends necessary changes in day-to-day operating procedure and methodology to meet research objectives.

Interviews individuals to obtain information for use by project leaders or higher-level assistants; prepares written reports or completed questionnaires.

Performs related duties as required.

RECRUITMENT STANDARDS

Knowledges, Skills, and Abilities

Considerable knowledge of the principles of English composition and ability to present information effectively orally and in writing.

Working knowledge of methods and techniques used in gathering, editing, and reporting social and economic information.

Some knowledge of media, graphic, and audiovisual presentation.

Minimum Education and Experience

Completion of coursework for a four-year college degree preferably in sociology, economics, psychology or related social science, including coursework directly related to the work to be performed; or graduation from high school and four years of progressively responsible clerical experience of the kind found in Statistical Aides (IV) and (V), including two 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.