

SOCIAL RESEARCH ASSISTANT II

DESCRIPTION OF WORK

Work in this class involves organizing and implementing research projects and/or educational programs.

Employees serve as supervisors of the gathering, editing, analyzing, and reporting of data for social and economic research in a moderately large or complex research project; or on projects requiring more discretionary, evaluative judgments, personally gathers and analyzes information and presents results. Within the project outline, employees independently establish intermediate goals, work methods, and procedures. Overall goals, methodology, and conclusions are the responsibility of higher level professional research program staff. Work is evaluated through review of completed reports for adequacy of coverage, soundness of analysis, and effectiveness of presentation.

EXAMPLES OF DUTIES PERFORMED

Selects and applies independently research techniques in the preparation of data.

Studies narrative information from diverse sources and prepares summaries, interpretations, and reports; drafts reports of project results or other project output for publication.

Performs related duties as required.

RECRUITMENT STANDARDS

Knowledges, Skills, and Abilities

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

Some knowledge of the theory and literature of the subject matter of the research, and of the capabilities of computers for data analysis, if applicable.

Ability to apply prescribed methods and techniques of research in social and economic information.

Minimum Education and Experience

Completion of coursework for a four-year college degree preferably in sociology, economics, psychology or related social science, including coursework in statistics, research methodology, computer science, and/or other coursework directly related to the work to be performed and six months of experience in gathering, editing, and analyzing data for social and economic research; or graduation from high school and five years of progressively responsible clerical/ administrative 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.