

STATISTICAL UNIT SUPERVISOR IV

ROLE

Processing Assistant IV. See Processing Assistant IV (00441) for more information about this class.

NATURE OF WORK

Statistical Unit Supervisors direct the activities of a group of Statistical Assistants in gathering, compiling and summarizing statistical data.

Statistical Assistants compile, tabulate and summarize statistical data. Employees gather data from source materials and prepare numerical or narrative reports and graphs or charts showing the results of their study. Employees use manual or automated equipment to complete Records and Reports. Limited public contact is maintained with data providers and users in gathering and disseminating data.

Special Note: This is a generalized representation of position 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.