

STATISTICAL RESEARCH ASSISTANT I

DESCRIPTION OF WORK

This is research work in collecting, tabulating, interpreting, and reporting statistical data. An employee in this class follows established procedures in the compilation and evaluation of program data and presentation of statistical reports. Work may involve developing raw data to achieve needed results and the use of computerized data. Work may include supervising employees who perform statistical clerical duties such as verifying, coding, tabulating and sorting data. The employee works independently; however, a higher level statistical research assistant or statistician usually designs the studies and determines the appropriate techniques to use. Completed work is reviewed for completeness and validity of results by a supervisor or by data users.

EXAMPLES OF DUTIES PERFORMED

Gathers and studies raw data to determine its soundness and comparability for use in a specific study; verifies and calculates trends, ratios and averages.
Prepares charts, graphs, and tables to support conclusions.
Writes simple computer programs to produce appropriate data; uses packaged statistical computer programs.
Applies sampling techniques for special studies and evaluates the reliability of samples.
Composes correspondence and personally contacts others in gathering information for reports and research studies and in explaining methodology.
Performs related duties as required.

RECRUITMENT STANDARDS

Knowledges, Skills and Abilities

Working knowledge of statistical principles and techniques used in collecting, interpreting, and reporting numerical data.
Working knowledge of the computer and its capabilities for processing statistical data.
Ability to classify and analyze statistical data and to present conclusions in concise written and graphic form.
Ability to use office machines required in statistical work such as the calculator.
Ability to communicate effectively in oral and written form.

Minimum Education and Experience

Graduation from a four-year college or university preferably with a basic course in statistics; 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.