

CLASSIFICATION: STATISTICAL ASSISTANT

Class Code: 8430-14

Date Established: 05-29-59

Occupational Code: 1-2-6

Date of Last Revision: 9-1-15

Exempt Status: Non-Exempt

BASIC PURPOSE: To compile and review a variety of statistical data, and to perform preliminary statistical analysis of information for use by supervisory staff.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

- o Compiles, computes, and prepares a variety of data and information used in the preparation of statistical reports.
- o Provides initial statistical analysis of information to be used by superiors.
- o Uses a variety of manual and electronic office machines in the computation and validation of reported data.
- o Reviews final examination report format for accuracy and consistency with various related sections.
- o Composes and types routine correspondence for informational purposes.
- o Prepares and maintains updated reports and summaries for statistical purposes.

DISTINGUISHING FACTORS:

Skill: Requires skill in recommending routine changes in standardized operating procedures OR in retrieving, compiling and reporting data according to established procedures OR in operating complex machines.

Knowledge: Requires knowledge of business practices and procedures or technical training in a craft or trade, including working from detailed instructions, to apply knowledge in a variety of practical situations.

Impact: Requires responsibility for contributing to immediate, ongoing agency objectives by facilitating the direct provision of services to the public or other state agencies. Errors at this level result in inaccurate reports or invalid test results and require significant investment of time and resources to detect.

Supervision: Requires direct supervision of other employees doing related or similar work, including scheduling work, recommending leave, reviewing work for accuracy, performance appraisal, or interviewing applicants for position vacancies.

Working Conditions: Requires performing regular job functions under good conditions in a safe working environment.

Physical Demands: Requires sedentary work, including continuous sitting or occasional standing and walking.

Communication: Requires explaining facts, interpreting situations, or advising individuals of alternative or appropriate courses of action. This level also requires interviewing or eliciting information from state employees or members of the general public.

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Complexity: Requires a combination of job functions to establish facts, to draw daily operational conclusions, or to solve practical problems. This level also requires providing a variety of alternative solutions where only limited standardization exists.

Independent Action: Requires a range of choice in applying a number of technical or administrative policies under general direction and in making routine decisions or in recommending modifications in work procedures for approval by supervisor.

MINIMUM QUALIFICATIONS:

Education: Associate's degree from a recognized college or technical institute with a major study in business administration, statistics, mathematics or data processing. Each additional year of approved formal education may be substituted for one year of required work experience.

Experience: Two years' experience involving the preparation of statistical reports. Each additional year of approved work experience may be substituted for one year of required formal education.

License/Certification: None required.

SPECIAL REQUIREMENTS:

For appointment consideration, Statistical Assistant applicants must successfully participate in a structured interview measuring possession of knowledge, skills and abilities identified as necessary for satisfactory job performance by this class specification. The structured interview is developed and administered, according to Division of Personnel guidelines, by representatives of the state agency in which the vacancy exists.

RECOMMENDED WORK TRAITS: Knowledge of compiling and preparing statistical, financial or examination reports. Working knowledge of the accepted methods of collection of statistical data. Skill in solving mathematical problems. Working knowledge of simple and complex fractions, percentages and decimal fractions. Ability to prepare appropriate reports. Ability to convert fractions, percentages and decimal fractions from one form to another. Ability to solve simple algebraic equations involving one unknown. Ability to calculate the measures of central tendency: mode, mean and median. Ability to communicate effectively orally and in writing. Ability to establish and maintain effective working relationships with associates and personnel of other agencies providing data for use by the department concerned. Must be willing to maintain appearance appropriate to assigned duties and responsibilities as determined by the agency appointing authority.

DISCLAIMER STATEMENT: This class specification is descriptive of general duties and is not intended to list every specific function of this class title.