

CLASSIFICATION: STATISTICAL CLERK I

Class Code: 8441-06

Date Established: 07-01-50

Occupational Code: 1-2-6

Date of Last Revision: 7-17-15

Exempt Status: Non-Exempt

BASIC PURPOSE: To perform clerical and statistical work in the recording and summarization of data.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

- o Compiles and summarizes statistical data for reports.
- o Checks, classifies or codes reports prior to sorting for statistical analysis.
- o Prepares charts, graphs, or data for use by supervisors.
- o Organizes a variety of source documents in preparation for data entry into a database.
- o Operates a microcomputer in the compilation of statistical data.
- o Maintains a filing system of source documents and computer-generated reports to provide a permanent historical audit.

DISTINGUISHING FACTORS:

Skill: Requires skill in applying instructions to accomplish different job functions OR in operating machines for a variety of different purposes.

Knowledge: Requires understanding and using business or trades vocabulary or basic arithmetic to perform standard operating procedures.

Impact: Requires minimal responsibility for contributing to agency objectives by supporting or performing routine work activities within a small organizational unit. Errors at this level are of minor consequence and are readily detected through frequent checking or inspection.

Supervision: Requires no supervision of employees or functions.

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 minimal personal interaction or communication, including providing simple information in response to routine questions from employees within the agency.

Complexity: Requires a combination of job functions using minimal judgment to perform a variety of job tasks according to clearly prescribed standard practices and procedures.

Independent Action: Requires minimal choice in performing routine duties under immediate supervision and in following simple instructions according to standardized policies and procedures.

MINIMUM QUALIFICATIONS:

Education: Graduation from high school or G.E.D. equivalent. Each additional year of approved formal education may be substituted for one year of required work experience.

Experience: One year of experience in a statistical field or related work. Additional years of related work experience may not be substituted for the formal education required by this class specification.

License/Certification: None required.

RECOMMENDED WORK TRAITS: Knowledge of statistical theory and methods, particularly as they relate to the presentation of statistical data. Working knowledge of sources and types of statistical data pertaining to the agency to which assigned. Ability to operate a microcomputer, adding machines, calculators, tabulators and typewriters. Ability to establish and maintain harmonious working relationships with co-workers. 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.