

CLASSIFICATION: STATISTICAL CLERK III

Class Code: 8443-12

Date Established: 01-16-87

Occupational Code: 1-2-6

Date of Last Revision: 7-17-15

Exempt Status: Non-Exempt

BASIC PURPOSE: To prepare and verify statistical data and to perform statistical computations used in administrative reports.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

- o Compiles statistical information and creates administrative reports from various source data to comply with reporting requirements.
- o Monitors the preparation and mailing of questionnaires and other forms to ensure timely mailing.
- o Prepares work sheets of state and federal agency reports by industry for use in various programs.
- o Contacts agency managers to verify and collect data for reports.
- o Calculates various statistics to be used in agency publications.
- o Monitors daily, weekly, and monthly fluctuations in statistics to determine accuracy before statistics are reported or published.

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

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 partial supervision of other employees doing work which is related or similar to the supervisor, including assigning job duties, providing training, giving instructions and checking work.

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: Graduation from high school or G.E.D. equivalent, with courses in mathematics and business. Each additional year of approved formal education may be substituted for one year of required work experience.

Experience: Three years' experience in statistical work, one year of which shall have been at a level corresponding to a Statistical Clerk II.

License/Certification: None required.

RECOMMENDED WORK TRAITS: Knowledge of the methods and procedures in applying statistical techniques to the preparation of reports. Knowledge of the sources of data and methods of compiling into statistical reports. Ability to solve mathematical problems. Ability to assist in designing and developing data collection methods. Ability to communicate effectively. Ability to prepare statistical reports. Ability to establish and maintain effective working relationships with associates and personnel in other divisions, agencies or employers that provide data for use by the department. 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.