

DESCRIPTION: Under general supervision, performs specialized statistical support work by collecting, compiling, checking, and verifying numerical data, information, and other materials, develops and applies standard automated database queries, and as needed assigns and monitors the work of other statistical support or office/clerical coworkers; performs related work as assigned.

DISTINGUISHING CHARACTERISTICS: (A position is assigned to this class based on the scope and level of work performed as outlined below.)

This is a full performance classification level within the Statistical Clerk class series. Positions at this level perform a full range of statistical support work providing information and services to agency employees and others outside the employing agency. Positions may also provide work direction to other statistical support and/or office/clerical support employees, but are not expected to exercise supervisory authority and responsibility for assigned employees. While office/clerical support work may be assigned, the paramount and predominate purpose of the work focuses on statistical support assignments requiring requisite qualifications in this field. At this level, on-going contact is expected with others outside the assigned work unit and the employing agency including suppliers and users of information. Though standard work directives and supervisory guidance are available, some freedom of action is needed to collect, edit, and compile data and compute basic statistical calculations. More frequent participation in one-time-only studies, special projects, and periodic reports is likely at this level of the class series.

EXAMPLES OF WORK: (A position may not be assigned all the duties listed, nor do the listed examples include all the duties that may be assigned.)

Collects, classifies, and codes statistical/numerical data, graphic materials, and other information from records or files, and through standardized interviews and other means of communication with appropriate individuals, survey questionnaires, or visual observations to obtain data to be computed, tabulated, and summarized.

Identifies trends and tendencies in data compiled/tabulated in comparison with previous reports and past trends to assist analytical employees and/or program/administrative officials in the analysis of data and preparation of projections based on the available data.

Computes the totals, averages, and percentages of numeric data to convert the data as necessary to determine means, medians, and modes, to construct tables, diagrams, maps, and charts, and to provide data to others for their use in preparing further calculations, statistical analyses, or reports.

Examines, extracts, and tabulates numeric information from resource material and into charts, graphs, or tables to record information in a uniform, standardized, and usable manner.

Checks and edits, or compares statistical/numerical data or other information, from schedules, questionnaires, or similar reporting forms to ensure completeness, accuracy, internal consistency, relevancy, and/or similar quality control purposes.

Locates and distributes data findings, reports, and other information to requesting parties, in person or by telephone, email, internet, or correspondence to share material with appropriate users.

S13212 – STATISTICAL CLERK II (continued) - PROVISIONAL

Distributes to and coordinates work assignments of other support coworkers to assist the immediate supervisor or others in timely completion of assigned work.

Reviews, guides, and keeps record of work in progress performed by other support coworkers to ensure conformance to timetables and work standards, and to improve employee performance and production levels.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED: (These are needed to perform the work assigned.)

Knowledge of: the practices and techniques of statistical support data collection, compilation, computation, and reporting; standard office/clerical support procedures such as records filing and maintenance, telephone and mailing operations, and office equipment usage; employing agency directives and procedures pertinent to statistical support operations and related office support practices; standard sources of data, information, and material necessary to perform assigned duties; deadlines for completion of standard reports.

Ability to: interact and communicate with others in person, and by telephone, email, internet, and correspondence, to maintain work relationships and complete work assigned; understand and apply work directives pertinent to statistical support procedures and techniques; locate and extract data from sources pertinent to the subjects or conditions being researched; operate office machines such as calculators, computer mainframe terminals and personal computers, scanners/photocopiers, and word processing equipment; examine and edit reports and documents to ensure accuracy and completeness; identify similarities and differences between two or more sets of data; calculate and verify statistical averages and solutions to arithmetical computations involving whole, decimal, and fractional numbers with and without the use of calculators and computer applications software; record, enter, and transfer data accurately; assign the work of coworkers and train them in statistical data compilation and computation procedures; evaluate the accuracy and completeness of work completed by coworkers and others; determine the relevancy of data in relation to the needs of project/work assignments; identify and adjust for errors produced during the collection, computation, and reporting of data.

MINIMUM QUALIFICATIONS: (Applicants will be screened for possession of these qualifications. Applicants who need accommodation in the selection process should request this in advance.)

Experience in collecting, compiling, and computing statistical and/or numerical data.

SPECIAL NOTE:

State agencies are responsible to evaluate each of their positions to determine their individual overtime eligibility status as required by the Fair Labor Standards Act (FLSA).