

RESEARCH ASSISTANT

Code No.: 4-18-028
COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This is an entry-level professional position involving the performance of research and analytical studies and the generation of reports of findings and conclusions. Employees of this class may work for staff agencies or perform staff functions within a department. Work is performed under direct supervision of a higher-ranking employee. Does related work as required.

TYPICAL WORK ACTIVITIES:

Collects and tabulates data in the conduct of a research study;

Develops tables to explain study findings;

Prepares written reports to describe objectives, findings, and conclusions of study;

Assists in developing and evaluating new procedures, programs and policies for an agency or department;

Assists in gathering budgetary figures for incorporation in a budget proposal;

Reviews existing procedures, programs, and policies for an agency or department and recommends modifications;

Interviews agency and departmental personnel to gather data and explains findings to supervisory or administrative staff.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of business mathematics and standard English; good knowledge of graphic presentation of information; good knowledge of agency and department procedures and policies; working knowledge of budget proposal preparation; ability to collect, organize, and analyze data; ability to prepare a variety of written material; ability to organize data and to present it in tabular format; ability to design, initiate, and conduct research studies; ability to review, revise, and monitor procedures; ability to communicate orally; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: EITHER:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree; OR,
- (B) Graduation from high school or possession of a high school equivalency diploma, plus four (4) years of paid full-time or its part-time equivalent experience in a research organization, data processing department, grants center or other agency involving the compilation, organization and analysis of statistical data, or the review and evaluation of procedures, programs and policies; OR,
- (C) An equivalent combination of training and experience as defined by the limits of (A) and (B).

NOTE: Additional education beyond high school may be substituted for experience on a year-for-year basis.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS AND BOCES

Per Chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.

REVISED: November 6, 1980

REVISED: January 20, 1983