

## **RESEARCH CLERK**

Code No. 4-05-156

COMPETITIVE

**DISTINGUISHING FEATURES OF THE CLASS:** This position is responsible for gathering, analyzing and tracking data for various purposes such as audits, reports and surveys. Work is performed independently and leeway is allowed for determining research methods and techniques. The employee reports directly to and works under general supervision of a higher level employee. Does related work as required.

**TYPICAL WORK ACTIVITIES:** (All need not be performed in a given position. Other related activities may be performed although not listed)

Gathers statistical and other data and information required for federal, state and local surveys;

Maintains computerized files containing audit trails, research information and copies of completed reports;

Maintains a log of requests for information received;

Retrieves and analyzes computerized statistical data and other information;

Prepares questionnaires for surveys conducted by the department to which assigned;

Maintains and operates computerized record keeping system to tabulate, analyze and summarize results of completed survey information;

Provides general office support services including, but not limited to, answering phones, responding to correspondence and memoranda, mainframe data input, copying and filing.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Good knowledge of business mathematics and standard English; good knowledge of research methods and techniques; organizational skill; ability to maintain and retrieve information using a computerized data base; analytical ability; ability to utilize a computer to tabulate and format statistical and narrative information and reports; ability to establish and maintain files; ability to communicate effectively both orally and in writing; ability to collect, organize and analyze data; good judgment; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of an equivalency diploma plus EITHER:

- (A) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree in Computer Science, Management Information Systems, Computer Information Systems or Data Processing; OR,
- (B) Two (2) years full-time paid or its part-time equivalent experience involving computer or P.C. utilization in either: collecting and analyzing data, OR, conducting research and

preparing related reports, OR, statistical analysis; OR,

- (C) Any equivalent combination of training and experience as defined by the limits of (A) and (B) above.

**SPECIAL REQUIREMENTS:** Depending on position duties, candidates for employment with Monroe County will be required to pass a pre-employment drug test.

**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.

ADOPTED: July 15, 1993