

## RESEARCH ASSISTANT

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves designing and conducting research projects to evaluate department services and project future service needs of the community. Employees develop surveys for collecting data, and prepare statistical reports on information. Work is performed under the supervision of the Director. Incumbents have latitude of technical independence and work is reviewed through discussion of current projects and reports. Does related work as required.

### TYPICAL WORK ACTIVITIES:

Conducts research projects and establishes procedures for the collection of raw data, defining specific areas, problems or questions to be researched;  
Designs and revises forms used in the collection of data;  
Contacts public and private agencies, organizations, and community groups to obtain statistical information;  
Uses computer software packages such as spreadsheet and data base applications to prepare statistical reports of survey findings or other department operational data;  
Analyzes and interprets data and makes projections based upon the data compiled;  
Prepares statistical reports for local, county, State, Federal and other agencies as necessary;  
Participates in meetings of appropriate agencies to report progress and help resolve issues involving departmental activities.

### FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of research methods and survey techniques;  
Good knowledge of data processing techniques and their applications;  
Working knowledge of modern developments, current literature, and sources of information in the field of research;  
Working knowledge of the functions of local government and relationships between departments and between public and private agencies;  
Ability to conduct research and develop surveys;  
Ability to analyze and evaluate data using various spreadsheet and/or data base software applications and write concise and accurate reports;  
Ability to make practical recommendations concerning research problems;  
Ability to establish and maintain effective working relationships;  
Ability to express oneself clearly and concisely, both orally and in writing;  
Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

- A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree including or supplemented by 6 credit hours in computer science or data processing and 3 credit hours in statistics; OR
- B) Completion of 60 semester credit hours from a regionally accredited or New York State registered college or university and two years of experience involving research, data collection and analysis; OR
- C) An equivalent combination of training and experience as defined by the limits of A) and B) above.