

Department: Clerk, Board of Supervisors

Classification: Competitive

Grade: 2M/C

SPEC DISK E4  
DOCUMENT 56

### RESEARCH ASSISTANT

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves assistance in the research and secretarial responsibilities in the office of the Clerk, Board of Supervisors. This is a position involving research of statistical materials and various Agency reports to abstract specific information as well as responsibility for the secretarial work of the office. The work is performed under the direct supervision of the Clerk, Board of Supervisors with considerable opportunity for the exercise of independent judgement in initiative and in the organization of information. The incumbent does related work as required.

#### **TYPICAL WORK ACTIVITIES:** (Illustrative only)

Reviews a wide variety of published materials to determine relevance to prescribed data needs;  
Prepares lists, charts, and abstracts of narrative and tabular data pertaining to prescribed topics;  
Manipulates data in various forms to render information in the most appropriate format;  
Reduces raw data to concise representations;  
Organizes facts in logical sequences and places them in consistent narrative contexts;  
Produces narrative and statistical reports using both prepared and original formats;  
Edits written materials for style and format and integrates with larger reports;  
Maintains files and records;  
Arranges staff travel schedules, lodging, and conference times;  
Types forms and letters, transcripts, and various records;  
Post to journals, assists in verifying and reconciling account balances.

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

Good knowledge of basic research techniques; good knowledge of English usage; working knowledge of Legislative proceeding; ability to abstract information from raw data; ability to select appropriate research techniques; ability to organize facts in a logical and concise manner; ability to read and interpret complex written materials; ability to assemble materials for a variety of report formats; initiative; self-direction; physical condition commensurate with the demands of the position.

#### **MINIMUM QUALIFICATIONS:**

(a) Graduation from high school or possession of a high school equivalency diploma including, or supplemented by, the successful completion of a typing course and one year of experience in editing and producing raw data and statistical reports as well as financial accounts; or

(b) Three years of experience in editing and producing raw data and statistical reports as well as financial

accounts; or

- (c) An equivalent combination of training and experience as defined by the limits of (a) and (b).