

Research Assistant

DEFINITION

This is complex clerical work involved in the researching, summarizing, cataloguing and storing of social planning information and data.

Employees of this class work independently gathering, analyzing and evaluating information for use in research projects.

The work requires the use of research procedures which include conducting literature searches, developing and distributing questionnaires and collecting and tabulating results. Initiative is used in determining the most effective means of collecting, summarizing and organizing information while working within clearly defined objectives. Supervision of subordinate staff may be required. The work is performed in consultation with a supervisor who reviews reports and research proposals.

TYPICAL DUTIES*

Researches information and data on a variety of topics by contacting individuals, libraries and institutions and by reviewing files, periodicals and other literature sources.

Catalogues, stores and retrieves library and inventory reference materials.

Prepares maps, charts, graphs and textural presentations of data collected and summarized.

Analyzes and evaluates findings and incorporates resultant data into comprehensive reports.

Assists in projects by acting as liaison and by providing statistical resource data as required.

Performs related work as required.

KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of basic research methods and techniques.

Ability to innovate and to work independently.

Ability to write descriptively and precisely.

Skill in providing and presenting information and reports.

TRAINING AND EXPERIENCE REQUIREMENTS**Job Level**

Completion of the twelfth (12th) school grade, including business and social science subjects related to research and completion of an appropriate one (1) year certificate program from an approved college/university and a minimum of three (3) years' experience.

** This is a class specification and not an individualized job description. A class specification represents and defines the general character, scope of duties and responsibilities of all positions within a specific job classification. It is not intended to describe nor does it necessarily list the essential job functions for a specific position in a classification. Positions may perform some of the duties listed above but this does not necessarily qualify for placement into this classification.*

Salary Plan	<u>21M</u>	<u>21A</u>	<u>21B</u>	<u>21C</u>
Job Code	0485		0486	
Last Updated:	1983-06			
Previous Updates:				
Originated:				