

RESEARCH ASSISTANT

General Statement of Duties and Responsibilities

Under general supervision, conducts research activities, special studies and writing assignments of more than ordinary difficulty and responsibility; performs related work.

Examples of Typical Tasks

Performs research activities by collecting information and data of current and historical nature for use in the preparation of reports.

Obtains source materials by means of library research, examination of records, published materials, or personal interviews.

Prepares written reports.

Maintains records of factual and statistical information.

Responds to telephone and correspondence requests for information requiring research.

Performs quantitative analysis and prepares reports thereon.

Qualification Requirements

1. A baccalaureate degree from an accredited college and six months of satisfactory full-time experience in research which involves gathering, organizing and analyzing data, and report writing; or
2. An associate degree from an accredited college, or completion of 60 semester credits at an accredited college, and two years and six months of satisfactory full-time experience in research which involves gathering, organizing and analyzing data, and report writing; or
3. A four-year high school diploma or its educational equivalent and four years of satisfactory full-time experience in research which involves gathering, organizing and analyzing data, and report writing; or

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RESEARCH ASSISTANT (continued)

Qualification Requirements (continued)

4. Education and experience equivalent to "1," "2," or "3" above. Undergraduate college credit can be substituted for experience on the basis of 30 semester credits from an accredited college for one year of full-time experience. Completion of nine credits, at the college or graduate school level, in statistics, quantitative methods, mathematics, or research can be substituted for six months of the required experience. However, all candidates must possess a four-year high school diploma or its educational equivalent and at least six months of required experience or the nine specialized credits.

Direct Lines of Promotion

From: None

To: Principal Administrative Associate (10124)