

STATISTICAL TECHNICIAN I

NATURE OF WORK IN THIS CLASS

This is electronic, data processing, clerical work involving statistical data collection. Employees in this class perform independently, after initial training, compile and tabulate statistics in accordance with established methods, procedures, and techniques. Work requires the operation of a microcomputer.

ILLUSTRATIVE EXAMPLES OF WORK: (Any one position may not include all the duties listed, nor do the examples cover all the duties which may be performed.)

Assembles and classifies statistical data using prescribed procedures.

Operates adding machines, microcomputer(s) and calculators to compute statistical formulae, and develop files and reports.

Performs statistical computations in accordance with formulae and other methods and procedures in statistical work.

Checks the accuracy of figures being used.

Prepares statistical tables, charts, and graphs.

Responds to routine statistical inquiries.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES, AND SKILLS

Knowledge of terminologies, codes, nomenclature and classification pertaining to statistical work.

Knowledge of clerical methods and procedures in statistical work.

Ability to apply algebraic manipulation.

Ability to apply office practices and procedures relating to the processing of statistical data.

Ability to make computations with accuracy and speed.

Ability to detect errors in statistical data.

Ability to make moderately difficult computations and to apply and work with formulae and other methods.

Ability to follow oral and written instructions.

Ability to maintain confidential information.

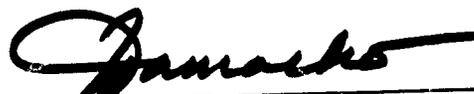
Ability to communicate effectively, orally and in writing.

Ability to learn basics of microcomputers and its operations.

MINIMUM EXPERIENCE AND TRAINING

- a) Two (2) years experience in clerical work including one year in the operation of microcomputers; and graduation from high school.
- b) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

ESTABLISHED: MARCH 1, 1991
PAY RANGE: 21



FELIX P. CAMACHO
Executive Director
Civil Service Commission