

STATISTICAL TECHNICIAN II**NATURE OF WORK IN THIS CLASS**

This is moderately complex electronic data processing work in statistics involved in computing, compiling, and presenting statistical data. Employees in this class independently exercise judgement in utilizing statistical methods, procedures and techniques to compile, tabulate and summarize statistics. 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.)

Compiles, tabulates, and summarizes statistical data in accordance with prescribed procedures.

Performs difficult statistical computations, applies and works with formulae, methods and procedures.

Prepares and provides information with reference to statistical tables, charts and graphs.

Collects statistic information; transcribes into data entry format.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES, AND SKILLS

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

Knowledge of standard office practices and procedures relative to the processing of statistical data.

Knowledge of statistical methods, techniques, and regulations.

Ability to apply algebraic manipulation.

Ability to express oneself clearly and concisely, orally and in writing.

Ability to understand and operate a microcomputer.

Ability to identify inconsistencies stemming from statistical data.

Ability to maintain confidential information.

Ability to operate adding and calculation machines.

Ability to communicate effectively, orally and in writing.

Skill in the basics of microcomputers and its operation.

MINIMUM EXPERIENCE AND TRAINING

- a) Three (3) years experience in clerical work including one year as a Statistical Technician I, and graduation from high school; or
- b) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

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PAY RANGE: 24



FELIX P. CAMACHO
Executive Director
Civil Service Commission