

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

This is supervisory electronic data processing work in statistics involving all facets of statistical work. This position supervises staff in the analysis, interpretation and recommendation of statistical results obtained in accordance with statistical 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.)

Supervises the compilation, tabulation, and summarization of various statistical data in accordance with prescribed procedures for the preparation of analytical and research studies.

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

Answers and prepares inquiries limited to the area of responsibility.

Ensures the completion and accuracy of all statistical reports as assigned.

Performs related duties as required.

**MINIMUM KNOWLEDGE, ABILITIES, AND SKILLS**

Knowledge of terminologies, codes, 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 procedures.

Ability to apply algebraic manipulation.

Ability to detect inaccuracies and inconsistencies in statistical data.

Ability to prepare detailed plans for projects assigned.

Ability to prepare various reports as may be required.

Ability to supervise subordinates.

Ability to prepare and interpret difficult statistical tables, charts, and graphs.

Ability to understand and operate a microcomputer.

Ability to communicate effectively, orally and in writing.

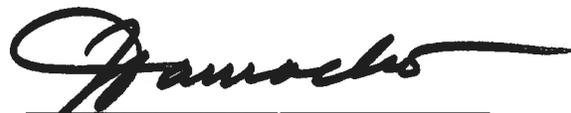
Skill in the basics of a microcomputer system.

**MINIMUM EXPERIENCE AND TRAINING**

- a) Four (4) years experience in clerical work including two years as a Statistical Technician II, and graduation from high school; or
- b) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

ESTABLISHED: MARCH 1, 1991

PAY RANGE: 30



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FELIX P. CAMACHO  
Executive Director  
Civil Service Commission