

Iowa Department of Administrative Services – Human Resources Enterprise  
Job Classification Description

## Statistical Assistant

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### Definition

Performs a variety of standardized procedures, methods, and techniques in the collection, processing, compilation, editing, and presentation of statistical data; performs related work as is required.

*The work examples and competencies listed below are for illustrative purposes only and not intended to be the primary basis for position classification decisions.*

### Work Examples

Collects, compiles, reviews, modifies, and occasionally illustrates data.

Assists in developing procedures for collection of data and develops simple forms, charts, graphs, tables, and other related materials.

Applies standardized statistical formulas to data and determines correlations, averages, trends, frequencies, and related calculations.

Prepares simple statistical records and reports; organizes survey forms or reports for distribution or analysis.

Files data and related information, and maintains and updates databases; checks source data to verify completeness and accuracy.

Computes and analyzes data, using statistical formulas and computers or calculators.

### Competencies Required

Knowledge:

- English Language – The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Mathematics – Arithmetic, algebra, geometry, calculus, statistics, and applications.
- Customer and Personal Service – Principles and processes for providing customer and personal services. This includes assessing customer needs, meeting quality standards for services, and evaluating customer satisfaction.
- Administrative – Administrative and office procedures and systems such as word processing, managing files and records, stenography and transcription, designing forms, and workplace terminology.

Abilities:

- Mathematical Reasoning – Choose right mathematical methods or formulas to solve problems.
- Number Facility – Add, subtract, multiply, or divide quickly and correctly.
- Written Comprehension – Read and understand information and ideas presented in writing.

- Oral Comprehension – Listen to and understand information and ideas presented through spoken words and sentences.
- Written Expression – Communicate information and ideas in writing so others will understand.
- Information Ordering – Arrange things or actions in a certain order or pattern according to a specific rule or set of rules (e.g., patterns of numbers, letters, words, pictures, mathematical operations).

**Skills:**

- Mathematics – Using mathematics to solve problems.
- Critical Thinking – Using logic and reasoning to identify strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.
- Reading Comprehension – Understanding written sentences and paragraphs in work related documents.
- Active Learning – Understanding implications of new information for both current and future problem-solving and decision-making.
- Complex Problem Solving – Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.
- Coordination – Adjusting actions in relation to others' actions.
- Monitoring – Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.

## **Minimum Qualification Requirements**

Applicants must meet at least one of the following minimum requirements to qualify for positions in this job classification:

- 1) One year of full-time work experience in in statistics, mathematics, or economics involving the collection, compilation, and/or editing of numerical data.
- 2) A total of one year of education and/or full-time experience (as described in number one), where thirty semester hours of accredited college or university coursework in business, public administration, statistics, mathematics, or economics equals one year of full-time experience.
- 3) Current, continuous experience in the state executive branch that includes six months of full-time work as an Administrative Support Assistant 1.

*Effective date: 11/25 SA*