

IOWA DEPARTMENT OF ADMINISTRATIVE SERVICES ▼
HUMAN RESOURCES ENTERPRISE
STATISTICAL ASSISTANT

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 required.

The Work Examples and Competencies listed 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.

Operates calculators and adding machines when working with statistical information.

COMPETENCIES REQUIRED

Knowledge of statistical procedures, methods and techniques.

Knowledge of the sources and types of statistical data.

Knowledge of current social and economic conditions.

Ability to collect, compile, analyze, and report statistical data.

Displays high standards of ethical conduct. Exhibits honesty and integrity. Refrains from theft-related, dishonest or unethical behavior.

Works and communicates with internal and external clients and customers to meet their needs in a polite, courteous, and cooperative manner. Committed to quality services.

Displays a high level of initiative, effort and commitment towards completing assignments efficiently. Works with minimal supervision. Demonstrates responsible behavior and attention to detail.

Responds appropriately to supervision. Follows policy and cooperates with supervisors. Aligns behavior with the needs, priorities and goals of the organization.

Encourages and facilitates cooperation, pride, trust, and group identity. Fosters commitment and team spirit.

Expresses information to individuals or groups effectively, taking into account the audience and nature of the information. Listens to others and responds appropriately.

EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS

Two years' full time work experience in statistics, mathematics, or economics involving the collection, compiling and/or editing of numerical data;

OR

graduation from an accredited two-year community college with an Associate's Degree in Business Administration, Statistics, Mathematics or Economics;

OR

an equivalent combination of experience and education substituting one year of the required experience for each year (30 semester hours) of the required education;

OR

employees with current continuous experience in the state executive branch that includes six months of full-time work as a Clerk Advanced.

Effective Date: 06/09 DDF