

RESEARCH ASSISTANT

DISTINGUISHING FEATURES OF THE CLASS: This is a data entry position which includes responsibility for data collection and ensuring its accuracy. Work is performed under general supervision. Supervision over the work of others is not normally a responsibility of this position. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only) Monitors and operates a computer terminal and peripheral equipment in accordance with operating instructions; Collects data for input into a PC; Responsible for developing and tracking inventory of data; Conducts research and analyzes data prior to input into the system; Generates and analyzes a variety of reports and distributes to appropriate staff; Conducts interviews with appropriate members of the public and staff to validate data collected; Maintains clerical records incidental to the operation of the computer terminal and peripheral equipment; May perform a number of related clerical functions.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of records management; Working knowledge of office terminology, procedures and equipment; Working knowledge of the theory and practices of data entry; Ability to operate a personal computer accurately and at an acceptable rate of speed; Ability to maintain comprehensive and detailed records accurately and neatly; Ability to follow verbal and written instructions; Ability to work with others; Good judgement; Clerical aptitude; Tact and courtesy; Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- A. Graduation from a regionally accredited or New York State registered college or university with an Associates Degree in Agriculture, Business or related field, and 1 year of experience working with data collection, inventory or records management.

NOTE: Additional college courses in a regionally accredited or New York State registered college or university or business school in agriculture, business administration, economics, or related field may be substituted for experience on a year-for- year basis.

NOTE: A valid New York State driver's license is required at the time of appointment.

Approved 3/24/06
competitive class