

STATISTICAL CLERK

NATURE OF WORK IN THIS CLASS:

This is moderately complex clerical work involved in collecting, compiling, computing and verifying statistical data for various uses in statistical studies.

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).

Collects, compiles, computes, and tabulates statistics for use in statistical studies and updating of statistical reports.

Applies and works with formulas and other methods and procedures in statistical work.

Posts from various statistical documents to a form or forms.

Verifies substantial changes from previous reports with individual or organization supplying the data.

Operates calculators, coding machine, and other office machines.

Responds to routine statistical inquiries.

Maintains records and prepares statistical reports.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of office practices and procedures.

Ability to learn and work with formulas and other methods and procedures used in tabulation and calculation of statistical data.

Ability to maintain statistical records and prepare statistical reports.

Ability to work effectively with the public and employees.

Ability to communicate effectively, orally and in writing.

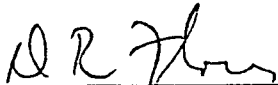
Skill in the operation of adding/calculating machines.

MINIMUM EXPERIENCE AND TRAINING:

(A) Two years of clerical experience including one year in working with numbers; or

(B) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

ESTABLISHED: July 1980



DAVID R. FLORES, Executive Director
Civil Service Commission