OHIO CLASSIFICATION SPECIFICATION
Developed for Equal Opportunity

NEW AUG 0 2 1987

CLASS TITLE:	CODE:
Statistics Clerk	12121C
MAJOR AGENCIES: County Offices, Universities	**JURISDICTION:** Cnty., Univ.

FUNCTION: Under direct supervision from office management or statistician, does statistical calculations; abstracts & assembles statistical information for reports, charts, tables, etc.; performs clerical tasks related to statistical calculation & report preparation;

-PERFORMS RELATED DUTIES AS REQUIRED.

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
1	43-63	Does statistical calculations, determinations & analyses (e.g., codes, posts, tallies, categorizes & tests statistical data).	Knowledge of (1) office practices & procedures*; skill in (2) operation of calculator & adding machine; ability to (3) deal with problems involving several variables in familiar context, (4) calculate fractions, decimals & percentages.
2	8-18	Abstracts & assembles information from various sources to maintain records or to prepare statistical reports, charts & other materials.	Knowledge of 1*; skill in 2; ability to 3, 4, (5) gather, collate & classify information about data, people & things according to established procedures.
3	11-21	Prepares statistical reports, tables, charts & other materials.	Knowledge of 1*; ability to 3, 4, 5.
4	8-28	Performs clerical tasks related to statistical analysis or general office procedure (e.g., maintains files; answers phones & provides information; does copy work; sorts & codes information; proofs reports, tables & charts; prepares correspondence; types tables, charts & reports).	Knowledge of 1*; ability to 3, (6) copy material from one record to another, catching gross errors.

(33)

123:1-7-17

*Developed after employment

UNUSUAL WORKING CONDITIONS:

MINIMUM CLASS REQUIREMENTS: *(including license, if any.)*
Ability to calculate fractions, decimals & percentages & to read & write common vocabulary plus: 20 hrs. training in operation of calculator & adding machine (or 1 wk. exp.); or equivalent.

TRAINING & DEVELOPMENT:

FORM ADM-4134

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