

STATE OF OHIO (DAS)

CLASSIFICATION

SPECIFICATION

CLASSIFICATION SERIES:

Statistics Clerk

SERIES NO.:

1212

MAJOR AGENCIES:

All Agencies

EFFECTIVE DATE:

3/7/2004

SERIES PURPOSE:

The purpose of the statistics clerk occupation is to support administrators &/or professionals by performing statistical tasks.

This series does not include clerks whose primary duties are preparing, processing & maintaining accounting records (see Account Clerk series) or clerks whose primary duties are clerical (e.g., opening mail, answering phones, typing, processing and filing documents, cross-referencing information, or summarizing data in preliminary reports) (see Clerk series), or preparing data for entry into computer (see Data Processor series) or typists who format charts from arithmetically calculated data (see Office Assistant 3 class).

CLASS TITLE:

Statistics Clerk

CLASS NUMBER:

12121

EFFECTIVE DATE:

3/7/2004

CLASS CONCEPT:

The full performance level class works under general supervision & requires considerable knowledge of statistical procedures & agency systems in order to perform specialized clerical tasks requiring use of statistical computations in order to prepare raw data for use in report generation.

<u>CLASS TITLE:</u> Statistics Clerk	<u>CLASS NUMBER:</u> 12121	<u>BARGAINING UNIT:</u> 09
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EFFECTIVE DATE:

3/7/2004

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Collects, selects &/or summarizes & evaluates data from multiple report sources.

Formats statistical tables manually or by using pre-packaged software & selects recognized statistical (i.e., not arithmetical) formulaic procedures to compute data into statistical information & adds necessary headings & documentation notes.

Prepares final report in format for typing &/or distribution.

MAJOR WORKER CHARACTERISTICS:

Knowledge of statistics; departmental/agency regulations, policies & procedures*. Skill in operating calculator. Ability to deal with problems involving several variables within familiar context; define problems, collect data, establish facts & draw valid conclusions; write meaningful, concise & accurate reports; gather, collate & classify information about data, people or things.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Undergraduate core program in statistically-oriented course work (e.g., finance, information management, management information systems) or 3 courses or 9 mos. exp. in statistics; formal education in reading, writing & speaking English; 9 mos. trg. or 9 mos. exp. in operating calculator, calculating machine, or calculating program for computer.

-Or equivalent of Minimum Class Qualifications for Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Not applicable.

UNUSUAL WORKING CONDITIONS:

Not applicable.