

RESEARCH AIDE

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class is responsible for the collection, interpretation, and presentation of data and information required for the completion of projects or to answer a special inquiry. The work is performed under direct supervision of a higher level administrative employee with review accomplished through periodical conferences and monitoring of finished work; does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Employs research techniques to find and record broad data in a variety of subject areas;  
 Extracts information from various sources at the request of appointed top officials or citizen inquiries;  
 Updates and catalogs information;  
 Responds to written requests for information on assigned areas by means of letters or reports; May assist in planning programs including education, public safety, housing conditions, land use, solid waste, zoning, construction, street and redevelopment projects, manpower utilization, and manpower needs;  
 Prepares promotional material;  
 Initiates telephone, written correspondence and personal contact to obtain necessary data and information;  
 Prepares reports and makes recommendations to appropriate officials based on research and surveys.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Working knowledge of the principles, methods and techniques current in the field of research; working knowledge of the basic operations of government; working knowledge of mathematical and statistical tools of research data collection and analysis; ability to prepare concise oral and written reports; ability to meet and relate effectively with the public; ability to understand and follow oral and written instructions; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma and an Associate's Degree from a regionally accredited or New York State college or university.

NOTE: Advanced degree may be substituted for the education requirement on a year-for-year basis.

APPROVED: 7/6/94

CIVIL SERVICE CLASSIFICATION: COMPETITIVE