

## RESEARCH AIDE

DISTINGUISHING FEATURES OF THE CLASS: An employee in this case 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 general supervision with review accomplished through periodical conferences and monitoring or finished work. Supervision may be exercised over clerical assistants.

### TYPICAL WORK ACTIVITIES:

Employs research techniques to find and record broad data in a variety of subject areas;  
Lays out and assembles data for written presentation;  
Writes reports and makes recommendations to appropriate officials based on research and surveys;  
Provides research assistance in such areas as recreation, land use, zoning, education, manpower utilization and manpower needs;  
Extracts information from various sources at the request of appropriate officials or citizen inquiries;  
Responds to written requests for information on assigned areas by means of letters or reports;  
Initiates telephone, correspondence and personal contact to obtain necessary data and information.

### FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES & 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; ability to prepare concise oral and written reports; ability to understand and interpret tabular materials; mental alertness; physical condition commensurate with the demands of the position.

### MINIMUM QUALIFICATIONS: Either:

- (a) Graduation from a New York State registered or regionally accredited two-year college with an Associates degree in accounting, economics or closely related field; or
- (b) Graduation from a New York State registered or regionally accredited two-year college with an Associates degree and one year of experience in research, governmental planning or closely allied field; or
- (c) An equivalent combination of training and experience as defined by the limits of (a) and (b).