

STATISTICAL CLERK

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent of this class is responsible for the maintenance of records and the compilation of statistical data utilizing an automated data system in the Financial Administration division of the Department of Social Services. Responsibility includes the organizing of statistical data for and managing the production of periodic statistical reports and special studies. Supervision is not a responsibility of the class. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Compiles data for reports on departmental activities in support of increasing efficiency of department-wide operations;

Assembles data from source material, edits, organizes and prepares it in approved format for periodic reports;

Checks and verifies statistical data for completeness and accuracy;

Compiles, organizes and codes statistical data;

Sets up procedures for compiling data for special studies, as requested;

Oversees the mechanical production and distribution of statistical reports issued by the unit;

Oversees the maintenance of complex automated filing systems;

Performs other administrative support tasks such as: opening, screening and routing mail; responding to inquiries and requests; taking notes at meetings; maintaining files, records, databases, etc.;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;

May perform other incidental tasks, as needed.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of the techniques used in compiling, tabulating, verifying and presenting statistical data; ability to plan procedures for compiling data for statistical studies; ability to operate adding and calculating machines; ability to perform and review various mathematical computations accurately; ability to establish effective working relations; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; ability to use computer applications such as spreadsheets, word processing, e-mail and database software; initiative; resourcefulness; accuracy; good judgment; physical condition commensurate with the requirements of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from high school or possession of an equivalency diploma and four years of clerical experience, two years of which involved statistical reporting or financial record keeping.

SUBSTITUTION: Satisfactory completion of 30 credits* which included coursework in Accounting, Finance, Business Administration or a related field may be substituted for each year of the above required experience.

*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Education Department as a post-secondary, degree-granting institution.

NOTE: Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating experience.

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SAS51

Job Class Code: C1040
Job Group: VI