

RESEARCH ASSISTANT

DISTINGUISHING FEATURES OF THE CLASS: This position is responsible for researching and managing information pertaining to a specific project or area of municipal government. The work involves the responsibility for entering and retrieving information using database and/or spreadsheet computer software applications. An incumbent is responsible for the collection, interpretation and presentation of data and information as well as performing clerical duties in support of office operations. The work is performed under the direct supervision of a Department Head, Supervisor or Superintendent with latitude allowed for scheduling and executing day to day duties and responsibilities. Supervision is not normally a function of this class. Does related work as required.

TYPICAL WORK ACTIVITIES: The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.

Enters data electronically into database and/or spreadsheet computer programs relative to program area or assignment;

Searches and retrieves data from computerized records by use of queries or other means appropriate to the software for monthly reporting;

Prepares and processes information prior to data entry into computerized records for accuracy of record keeping and monthly reporting;

Assists in the monitoring of grants, contracts and programs to assure prompt and accurate fiscal program reporting;

Performs clerical duties relative to assignment including filing, typing and scheduling meetings;

Maintains a log of incoming mail and telephone correspondence and responds as appropriate;

Attends meetings for Department Head, Supervisor or Superintendent to take notes and compile information;

Maintains interaction with County and State departments to ensure compliance with regulation codes and law;

May assist in planning programs as it relates to assignment which may include housing conditions, land use, zoning, construction, street and redevelopment projects, manpower utilization and manpower needs;

May maintain records relative to employee benefits, time and payroll.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of database/spreadsheet applications; good knowledge of the principles and practices of computerized records maintenance; working knowledge of the basic operations of government; working knowledge of modern office terminology, procedures, and equipment; ability to enter data into query and issue reports from database and spreadsheet programs; ability to effectively communicate both orally and in writing; ability to establish and maintain effective working relationships with others; sound judgment; initiative; accuracy; thoroughness; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- A. Graduation from a New York State registered or regionally accredited college or university with an Associate's Degree, which included or was supplemented by fifteen (15) credit hours* in Computer Science, Information Resources Management, Information Technology, Management Information Systems, or closely related field; **OR**
- B. Graduation from a New York State registered or regionally accredited college or university with an Associate's Degree in Business, Secretarial Science or closely related field and one (1) year experience in data processing which included entering data, running queries and generating reports from a computer database or a spreadsheet program; **OR**
- C. Graduation from high school or possession of a high school equivalency diploma and three (3) years experience in data processing which included entering data, running queries and generating reports from a computer database or a spreadsheet program; **OR**
- D. An equivalent combination of training and experience as indicated above.

*Coursework in the use of specific database or spreadsheet programs such as EXCEL or ACCESS is acceptable and may be obtained by a technical training institute, college or a corporate training program.

ULSTER COUNTY
5530 RESRCH AST
Classification: Competitive
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Adopted: October 27, 1975
Revised: February 17, 2004
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