

RESEARCH ASSISTANT

DISTINGUISHING FEATURES OF THE CLASS: This is technical research work involving responsibility for the collection, analysis and editing of program support data, consolidating pertinent information and preparing related reports. Research in technical fields requiring specialized knowledge would be distinguished by a parenthetical title and special qualifications. The work is performed under general supervision of a program director or coordinator. Does related work as required.

TYPICAL WORK ACTIVITIES:

Selects appropriate methods and techniques for securing factual data in connection with research projects;

Gathers information for grant applications and prepares the necessary reports;

Reviews, abstracts and edits all data;

Collects, evaluates and records documents, maps, exhibits, artifacts, etc.;

Compiles and writes reports;

Maintains related records;

May interview and record conversations with persons knowledgeable in projects field.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of English and report writing; ability to plan and organize research projects; ability to collect, analyze and edit a variety of material; ability to establish satisfactory relationships with others; initiative and resourcefulness.

MINIMUM QUALIFICATIONS:

Either:

- a. Possession of a Bachelor's degree or higher; or
- b. Graduation from high school or possession of an equivalency diploma and four (4) years of work experience with primary involvement in document and records research, information gathering and reporting, abstract, thesis or other related report writing; or
- c. An equivalent combination of training and experience as defined by the limits of (a) and (b).

R.C.P.D. (04.17.1980) 07.20.2018

Competitive