

Spec. Code: 0082
Occ. Area: 02
Work Area: 503
Prom. Line: none
Prob. Period: 6 mo.
Effective Date: 02/01/10
Last Action: Rev.

METEOROLOGICAL AIDE

Function of job

Employees in this classification perform duties involved in the gathering, recording, calculation, and interpretation of meteorological data.

Characteristic Duties and Responsibilities

1. Study and interpret data, reports, maps, photographs, and charts to predict long- and short-range weather conditions, using computer models and knowledge of climate theory, physics, and mathematics.
2. Broadcast weather conditions, forecasts, and severe weather warnings.
3. Gather data from upper air stations, satellites, weather bureaus, and radar for use in meteorological reports and forecasts.
4. Apply meteorological knowledge to problems in areas including agriculture, pollution control, and water management, and to issues such as global warming or ozone depletion.
5. Conduct basic or applied meteorological research into the processes and determinants of atmospheric phenomena, weather, and climate.
6. Operate computer graphic equipment to produce weather reports and maps for analysis, distribution, or use in weather broadcasts.
7. Measure wind, temperature, and humidity in the upper atmosphere, using weather balloons.
8. Develop and use weather forecasting tools, such as mathematical and computer models.
9. assists in planning research projects
10. trains and supervises staff/students in taking weather observations
11. plots and analyzes meteorological charts
12. performs routine repairs to meteorological equipment; maintains equipment in good condition
13. advises on purchase of equipment and supplies, keeps inventories
14. performs other related duties as assigned

MINIMUM ACCEPTABLE QUALIFICATIONS:

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. High school graduation or equivalent
2. Any one or any combination of the following, totaling **one (1) year (12 months)**, from the categories below:
 - a. work experience in meteorology or closely related fields
 - b. college training with a major in meteorology or closely related fields
 - 30 semester hours equals 12 months

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. knowledge of synoptic meteorology.
2. observing, receiving, and otherwise obtaining information from all relevant sources.
3. identifying the underlying principles, reasons, or facts of information by breaking down information or data into separate parts.
4. providing information to supervisors, co-workers, and subordinates by telephone, in written form, e-mail, or in person.
5. compiling, coding, categorizing, calculating, tabulating, auditing, or verifying information or data.
6. communicating with people outside the organization, representing the organization to customers, the public, government, and other external sources. This information can be exchanged in person, in writing, or by telephone or e-mail.
7. using relevant information and individual judgment to determine whether events or processes comply with laws, regulations, or standards.