

Spec. Code: 0811
Occ. Area: 04
Work Area: 072
Prom. Line: None
Prob. Period: 6 mo.
Effective Date: 12/15/11
Last Action: Rev.

STATISTICAL CLERK

Function of Job

Under general supervision from a designated supervisor, to compile accounting and statistical data and to interpret quantitative information by application of statistical methods.

Characteristic Duties and Responsibilities

1. Checks information and data for accuracy and makes corrections.
2. Prepares data for computer input, analyzes, compiles and interprets results.
3. Prepares tables, graphs, and reports on numeric or quantitative results using software packages; compiles and provides requested data by using statistical, graphical, spreadsheet and database software packages
4. Recommends ways to improve the collection and tabulation of data.
5. The analyses of quantitative and/or qualitative statistical data.
6. The ongoing maintenance of analyzed and interpreted data files.
7. Compute and analyze data, using statistical formulas and computers or calculators.
8. Enter data into computers for use in analyses and reports.
9. Compiles statistics from source material.
10. Checks source data to verify completeness and accuracy.
11. Files data and related information and maintain and update databases.
12. Organizes paperwork, such as survey forms and reports, for distribution and for analysis.
13. Performs other related duties as assigned.

MINIMUM ACCEPTABLE QUALIFICATIONS

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. High school graduation or equivalent

2. Completion of a minimum of 3 semester hours in accounting, statistics or mathematics at the college level
3. One (1) year (12 months) of experience in accounting or statistical work that required the use of accounting or statistical software packages

KNOWLEDGE, SKILLS AND ABILITIES (KSAs)

1. Knowledge of and accuracy in mathematics
2. Knowledge of general accounting and statistical procedures
3. knowledge of data management tools and Microsoft Office Programs
4. Skills in operation of office equipment
5. Ability to work with numerical data
6. Arithmetical accuracy
7. Ability to use microcomputer