

Civil Division: Oneida County Government
Jurisdictional Class: Competitive
EEO: Professional
Revised: 08/04/17

RESEARCH ASSISTANT

DISTINGUISHING FEATURES OF THE CLASS: Under the direction of a Research Analyst or department head, an incumbent in this position researches and analyzes a variety of subjects and data dealing with the administration and organization of County department and agencies, to aid department heads in making management decisions. The incumbent exercises limited independent judgment in the application of research preparation and techniques to specific studies, requiring the gathering and interpretation of data and preparation of reports, including limited recommendations for change or improvement in existing procedures. Supervision is not normally a responsibility of this class. Incumbent performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Confers with department heads or County officials to secure data for research projects;
Conducts limited analysis of departmental projects, programs, policies, procedures and other activities and submits reports to immediate supervisor or department head;
Conducts limited research on programs and administrative developments relating to State, Federal and County programs having an effect on budgetary, administrative and organizational matters;
Assists in field work, including, but not limited, to, pavement scoring and traffic counts;
Assists in the preparation of comprehensive reports following study of administrative, budgetary or organizational problems and procedures;
Assists in the preparation of a variety of records and reports related to the work.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Ability to acquire and make limited analysis of detailed information on governmental activities or municipal services; ability to secure and develop cooperative relations with agency heads, department personnel and the public; ability to present oral and written comments clearly and concisely; ability to prepare records and reports.

MINIMUM QUALIFICATIONS: Candidates must meet minimum qualifications at time of application.

Candidates must possess a valid New York State driver's license at time of application. License must remain valid throughout appointment in order to meet the transportation requirements of the job; **AND**

Either:

- (A) Graduation from a regionally accredited or New York State registered four (4) year college or university with a Bachelor's Degree; **OR**
- (B) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree **AND** two (2) years of experience in research and analysis of administrative methods and procedures, or public relations, or similar-type work.

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NOTE: Verifiable part-time experience will be pro-rated toward meeting full-time experience requirements.

Adopted: 1970's
Revised: 10/06/97, 05/21/04, 08/04/17