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NASSAU COUNTY
SCHOOL DISTRICTS
CLASS SPECIFICATION

Title : RESEARCH AIDE
Code: 090245 HCF
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Competitive

GENERAL STATEMENT OF DUTIES

Performs paraprofessional research work for various departments or agencies; performs related duties as required.

COMPLEXITY OF DUTIES

Under general supervision the work involves the preparation of a wide variety of statistical research work and may involve the direction of subordinates.

TYPICAL DUTIES

- * 1. Assists in the planning and implementation of various government research studies.
- * 2. Attends meetings, conferences, and seminars, and conducts interviews regarding studies.
- * 3. Secures pertinent background information related to special studies.
- * 4. Conducts field investigations and follows through in the resolution of complaints.
- 5. Compiles statistics and prepares reports and recommendations for review.

***ESSENTIAL FUNCTIONS**

FULL PERFORMANCE KNOWLEDGES, SKILLS, AND ABILITIES

1. Knowledge of research and investigative methodology.
2. Ability to perform research projects.
3. Ability to express oneself effectively, both orally and in writing.
4. Ability to establish and maintain effective relationships with officials and the public.

MINIMUM QUALIFICATIONS

Training and Experience

1. Bachelor's degree from a regionally accredited or New York State registered college or university;
or
2. Graduation from high school and two years of satisfactory experience using, applying, and interpreting statistics in research.

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