

[Go Back](#)

NASSAU COUNTY
SCHOOL DISTRICTS
CLASS SPECIFICATION

Title : STATISTICAL CLERK
Code: 010075 ADP
Page : 1 of 1
Competitive

GENERAL STATEMENT OF DUTIES

Collects and compiles data for incorporation into various reports; performs related duties as required.

COMPLEXITY OF DUTIES

Under general supervision, the duties require the use of judgment in performing statistical clerical work and preparing various types of reports. The work is of considerable difficulty and responsibility.

TYPICAL DUTIES

- * 1. Collects information, verifies data, and prepares reports.
- * 2. Prepares periodic work sheets for use in preparation of annual reports.
- * 3. Assists in assembling and recording statistics.
- * 4. Prepares special statistical reports and charts related to work performed by the department.
- 5. Participates in research projects, as required.

***ESSENTIAL FUNCTIONS**

FULL PERFORMANCE KNOWLEDGES, SKILLS, AND ABILITIES

1. Considerable knowledge of business arithmetic, English, and spelling.
2. Considerable knowledge of statistical clerical techniques.
3. Knowledge of general office principles and practices.
4. Ability to use material presented in tabular form.
5. Ability to express oneself effectively, both orally and in writing.
6. Ability to establish and maintain effective working relationships with associates.

MINIMUM QUALIFICATIONS

Training and Experience

Graduation from high school
and

Three years of satisfactory office experience, one year of which must have been compiling and preparing statistical reports.

NOTE: Experience, as outlined above, in excess of the three-year requirement, may be substituted for high school education on a year-for-year basis, up to a maximum of two years. There is no substitute for the one year of satisfactory experience compiling and preparing statistical reports.

[Go Back](#)