

APPROVED

MASSACHUSETTS DEPARTMENT OF PERSONNEL ADMINISTRATION

DEC 31 1987

CLASSIFICATION SPECIFICATION

Department of Personnel
Administration

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I. STATISTICAL CLERK SERIES:

Statistical Clerk I
Statistical Clerk II

II. SUMMARY OF SERIES:

Incumbents of positions in this series compute statistical data according to prescribed formulae; compile data from various source materials; assemble and classify statistical data; check accuracy of computations and compare and verify data; prepare tables, charts and graphs; and perform related work as required.

The basic purpose of this work is to compile, compute and prepare statistical data for agency use.

III. ORGANIZATIONAL LEVELS:

Statistical Clerk I is the entry-level clerical job in this series.

Statistical Clerk II is the first-level supervisory job in this series.

IV. EXAMPLES OF DUTIES COMMON TO ALL LEVELS IN SERIES:

1. Computes statistical data manually or using calculating or adding machines according to prescribed formulae for use in statistical studies.
2. Compiles data from various source materials; codes statistical data for processing.
3. Assembles and classifies statistical data following prescribed procedures and methods.
4. Checks accuracy of computations and compares and verifies data for consistency, reliability and authenticity.
5. Prepares tables, charts and graphs according to prescribed procedures.
6. Performs related duties such as maintaining records, proofreading; and distributing forms and reports.
7. Based on assignment, may type reports, correspondence, etc.

V. DIFFERENCES BETWEEN LEVELS IN SERIES:

Statistical Clerk II:

Incumbents of positions at this level also:

1. Train subordinates in prescribed methods and procedures.
2. Review reports, tables, charts, etc. to ensure accuracy, completeness and consistency with established standards.

VI. RELATIONSHIPS WITH OTHERS:

Major work contacts are with agency personnel and personnel from outside agencies.

VII. SUPERVISION RECEIVED:

Statistical Clerk I:

Incumbents of positions at this level receive direct supervision from Statistical Clerks or other employees of higher grade who provide instruction, assign work and review performance through inspection and reports for compliance with established standards.

VIII. SUPERVISION EXERCISED:

Statistical Clerk I:

None.

Statistical Clerk II:

Incumbents of positions at this level exercise direct supervision (i.e. not through an intermediate level supervisor) over, assign work to and review the performance of 1-5 clerical personnel.

IX. WORKING CONDITIONS:

Statistical Clerks work in a typical office environment with no unusual working conditions.

X. QUALIFICATIONS REQUIRED AT HIRE FOR ALL LEVELS IN SERIES:

1. Knowledge of basic arithmetic including addition, subtraction, multiplication and division.
2. Knowledge of business English including spelling, word meaning and word usage.
3. Ability to understand and apply the laws, rules, policies and procedures governing assigned unit activities.
4. Ability to perform calculations using statistical formulae.

5. Ability to calculate means, medians, modes and standard deviations.
6. Ability to work accurately with names, numbers, codes and/or symbols.
7. Ability to collect and compile statistical data.
8. Ability to prepare and interpret charts, graphs and tables.
9. Ability to assemble items of information according to established procedures.
10. Ability to gather information by examining records and documents.
11. Ability to prepare statistical reports.
12. Ability to use proper English grammar, punctuation and spelling.
13. Ability to maintain accurate records.
14. Ability to follow oral and written instructions.
15. Ability to exercise sound judgment.
16. Ability to exercise discretion in handling confidential information.
17. Ability to communicate effectively in oral expression.
18. Ability to establish rapport with others.
19. Ability to deal tactfully with others.
20. Ability to establish and maintain harmonious working relationships with others.

Based on assignment, the following additional qualifications may be required at hire:

1. Ability to type.

Additional qualifications required at hire for Statistical Clerk II positions:

1. Knowledge of the basic methods and techniques of statistics including means, medians, modes and standard deviations.
2. Knowledge of the terminology and standard abbreviations used in statistics.
3. Knowledge of the methods used in the preparation of charts, graphs and tables.

4. Knowledge of clerical office practices and procedures including office record keeping.
5. Skill in operating general office machines and equipment such as calculators, adding machines, etc.
6. Ability to analyze and determine the applicability of statistical data, to draw conclusions and make appropriate recommendations.
7. Ability to determine the proper format and procedure for assembling items of information.
8. Ability to give oral and written instructions in a precise, understandable manner.
9. Ability to supervise, including planning and assigning work according to the nature of the job to be accomplished, assessing the capabilities of subordinates and available resources; controlling work through periodic reviews and/or evaluations; determining subordinates' training needs and providing or arranging for such training; motivating subordinates to work effectively; determining the need for disciplinary action and either recommending or initiating disciplinary action.

XI. QUALIFICATIONS ACQUIRED ON THE JOB AT ALL LEVELS IN SERIES:

1. Knowledge of the laws, rules, policies and procedures governing assigned unit activities.
2. Knowledge of the types and uses of agency forms.

Additional qualifications acquired on the job in Statistical Clerk I positions:

1. Knowledge of the basic methods and techniques of statistics including means, medians, modes and standard deviations.
2. Knowledge of the terminology and standard abbreviations used in statistics.
3. Knowledge of the methods used in the preparation of charts, graphs and tables.
4. Knowledge of clerical office practices and procedures including office record keeping.
5. Skill in operating general office machines and equipment such as calculators, adding machines, etc.

Additional qualifications acquired on the job in Statistical Clerk II positions:

1. Knowledge of the principles, practices and techniques of supervision.

XII. MINIMUM ENTRANCE REQUIREMENTS:

Statistical Clerk I:

Applicants must have at least (A) one year of full-time, or equivalent part-time, experience in office work or (B) any equivalent combination of the required experience and the substitutions below.

Substitutions:

- I. A diploma as evidence of graduation from a recognized high school or vocational/technical high school may be substituted for the required experience.*
- II. A diploma for completion of a program in a recognized, non-degree granting business or secretarial school above the high school level may be substituted for the required experience.*
- III. An Associate's or higher degree may be substituted for the required experience.*

*Education toward such a degree or diploma will be prorated on the basis of the proportion of the requirements actually completed.

Statistical Clerk II:

Applicants must have at least (A) two years of full-time, or equivalent part-time, experience in office work and (B) of which at least one year must have involved statistical work or statistical research work as a major duty, or (C) any equivalent combination of the required experience and the substitutions below.

Substitutions:

- I. A diploma as evidence of graduation from a recognized high school or vocational/technical high school may be substituted for a maximum of one year of the required (A) experience.*
- II. A diploma for completion of a one-year, full-time, or equivalent part-time, program in a recognized non-degree, granting business or secretarial school above the high school level may be substituted for a maximum of one year of the required (A) experience.*
- III. A diploma for completion of a two-year, full-time, or equivalent part-time, program in a recognized, non-degree granting business or secretarial school above the high school level may be substituted for the required experience.*
- IV. An Associate's or higher degree may be substituted for the required experience.*

*Education toward such a degree or diploma will be prorated on the basis of the proportion of the requirements actually completed.

XIII. SPECIAL REQUIREMENTS:

None.

Occupational Group 15

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