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## Statistical Assistant 05

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### GS-1531-05

NOTE: THE SENTENCE IN PART I DESCRIBING THE PURPOSE OF THE POSITION AND PARTS II AND III IN THEIR ENTIRETY ARE PERMANENT PARTS OF THE LIBRARY AND MAY NOT BE CHANGED OR EDITED IN ANY WAY.

#### I. INTRODUCTION

This position is located in

This level position performs statistical assistant duties in support of programs.

#### II. MAJOR DUTIES AND RESPONSIBILITIES

Selects and tabulates data, checks data for conformance to established patterns, and resolves minor discrepancies.

Combines and weighs data, using statistical measures or specified formulas.

Prepares tables including keying, verifying, and formatting data for presentation and publication.

Contacts respondents to collect data, and performs analysis of statistical data in relation to previously reported data, resolving questionable data responses at the time of contact. Conducts statistical research, review of tabulation and analysis as to reasonableness of reported information.

Assists in evaluation and research programs by assembling data from various sources, making statistical calculations, and summarizing results for professional review, with responsibility for carrying out all steps required in the analysis.

Assists in collecting, processing, tabulating, analyzing, editing, and presenting data.

#### III. FACTOR LEVELS

Factor 1 - Knowledge Required by the Position FL 1-3, 350 pts.

A knowledge of statistical clerical procedures, methods and techniques and the ability to assimilate a wide variety of statistical clerical assignments.

A knowledge of instructions, procedures, forms, resources, reference material, and terminology for a variety of related subject matter programs.

Factor 2 - Supervisory Controls FL 2-2, 125 pts.

The supervisor provides direction, determining initial assignments and giving general instructions. Specific instructions are provided for new, difficult, or unusual assignments. The incumbent independently performs recurring duties, recognizing major deviations and referring them to the supervisor for resolution. Completed work is reviewed for consistency, accuracy, proper application of techniques, and conformity to instructions.

Factor 3 - Guidelines FL 3-2, 125 pts.

The incumbent uses judgment in locating and selecting the most appropriate references and procedures for application, interpreting and adapting guidelines to specific problems and recognizing and referring unusual or

questionable cases to the supervisor.

Factor 4 - Complexity FL 4-3, 150 pts.

The work consists of numerous complex statistical clerical operations, varying in nature and involving many steps. Assignments require the incumbent to make accurate and consistent judgments which are compatible with statistical principles. Projects may involve unpredictable factors that require establishing integrated procedures for statistical techniques, as well as selecting and applying standard statistical methods for particular problems. The incumbent identifies problems and recommends changes and improvements in procedures.

Factor 5 - Scope and Effect FL 5-2, 75 pts.

The purpose of the work is to collect, select, organize, and present information needed to provide complete products on a timely basis. The work affects the accuracy of statistics and the efficiency of further processes.

Factor 6 - Personal Contacts FL 6-2, 25 pts.

Contacts are with employees in the same organization and with members of the general public. People contacted generally are engaged in different functions, missions, and kinds of work.

Factor 7 - Purpose of Contacts FL 7-2, 50 pts.

Contacts are to determine data needs, investigate discrepancies, respond to inquiries, and to obtain and relay information.

Factor 8 - Physical Demands FL 8-1, 5 pts.

The work is primarily sedentary, but may require some walking, stooping, bending and lifting of light items.

Factor 9 - Work Environment FL 9-1, 5 pts.

The work is performed in a typical office setting.

TOTAL = 910 pts.

This position is non-exempt from coverage under the Fair Labor Standards Act.

#### **IV. UNIQUE POSITION REQUIREMENTS**

(Last Updated: November 4, 1994)

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