

DISTINGUISHING FEATURES OF THE CLASS: This position is responsible for researching and managing information pertaining to a specific project or area of a school district/BOCES. The work involves the responsibility for entering and retrieving information using database and/or spreadsheet computer software applications. An incumbent is responsible for the collection, interpretation and presentation of data and information as well as performing clerical duties in support of office operations. The work is performed under the direct supervision of a department Head, Supervisor or School Administrator with latitude allowed for scheduling and executing day to day duties and responsibilities. Does related work as required.

TYPICAL WORK ACTIVITIES: *The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.*

Enters data electronically into database and/or spreadsheet computer programs relative to
program area or assignment;

Searches and retrieves data from computerized records by use of queries and other means
appropriate to the software for monthly reporting;

Prepares and processes information prior to data entry into computerized records for accuracy of
record keeping and monthly reporting;

Assists in grant management and/or special project management to assure prompt and accurate
fiscal program reporting;

Performs clerical duties relative to assignment including filing, typing, scheduling meetings;

Maintains a log of incoming mail and telephone correspondence and responds as appropriate;

Attends meetings for Department Head, Supervisor or School Administrator to take notes and compile information;

Maintains interaction with multiple agencies and state/federal departments (including but not limited to not-for-profit organizations; NYSED, Sullivan County One-Stop, LVA, SC Chamber, SCSBA etc.) to ensure compliance with regulation codes and law;

May assist in planning programs as it relates to assignment which may include workforce development, economic development, adult literacy, and other adult/continuing education initiatives.

May maintain records relative to employee benefits, time and payroll.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL

CHARACTERISTICS: Good knowledge of database/spreadsheet applications; good knowledge of the principles and practices of computerized records maintenance; working knowledge of basic research methods and techniques; working knowledge of the basic operations of government/public education institution; working knowledge of modern office terminology, procedures and equipment; ability to analyze factual data and prepare graphs, diagrams and reports; ability to effectively communicate both orally and in writing; ability to establish and maintain effective working relationships with others; sound judgment; initiative; accuracy; and thoroughness.

MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's Degree or higher and four (4) years' experience working with data base and/or spreadsheets which may include preparing and processing of data, data entry or queries and experience in grant management and/or other project management; or
- (B) Graduation from high school or possession of a high school equivalency diploma and six (6) years of experience as described in (A) above.

NOTE: Your degree or credits must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree or credits were awarded by an educational institution outside of the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at: <https://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

Y:\CLASSPLAN\ Research Assistant (Schools).DOC
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Public Hearing: N/A
NYS Civil Service Commission Approval: N/A

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