

RESEARCH ASSISTANT

DISTINGUISHING FEATURES OF THE CLASS: This is an entry-level position involving the performance of a variety of tasks related to the County's Master Plan. These assignments may include gathering statistical information and/or inputting information in a database or spreadsheet for use in the Master Plan. Work assignments may increase in level of complexity and responsibility as the incumbents' professional competence increases. The work is performed under the general supervision of the Commissioner of Planning, Community Development and Environmental Management and/or his designee. 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.*

Participates in studies involving research, investigation, and analysis of physical, economic and environmental factors related to municipal, regional, or community planning;

Assists in the preparation of reports and memoranda on particular planning studies, including statistical analyses, maps, tables, etc.;

Assists in the design and implementation of surveys on public infrastructure, community needs, economic development, or other topics related to Planning Department projects;

Assists in collection, tabulation, and analysis of data, including census statistics, land use, economics, natural resources, etc.;

Obtains and collates statistical data as needed;

Use personal computer to analyze data and statistics;

RESEARCH ASSISTANT**Page 2**

May prepare a variety of maps, charts, advertisements, and other graphics required in support of planning projects being performed;

Performs miscellaneous office work and maintains records of planning unit activities;

Assembles and disseminates statistical data regarding current demographic characteristics, population growth, economic trends, business activities, residential development, and planning projects;

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARAC-

TERISTICS: Working knowledge of the purpose, principles, practices, methods and terminology used in municipal, community or regional planning; working knowledge of techniques used to gather data for statistical analysis and reports; working knowledge of basic research methods and techniques; ability to work independently on specific projects; ability to prepare written reports; ability to express oneself clearly and concisely, both orally and in writing; ability to analyze factual data and prepare graphs, diagrams, and reports using a personal computer; ability to exercise personal discretion and sound judgment especially when dealing with the public; and initiative.

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 Associate's Degrees or higher; or
- (B) Graduation from high school or possession of a high school equivalency diploma, thirty (30) credit hours of post high school education in planning economics, engineering, or a closely related field, and one (1) year of work experience; or

RESEARCH ASSISTANT**Page 3**

- (C) An equivalent combination of experience and training as defined by the limits of (A) and (B) 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:\CLASPLAN\RESEARCH ASSISTANT.DOC

Last Reviewed: 08/03/04

Jurisdictional Class: Competitive

Public Hearing: N/A

NYS Civil Service Commission Approval: N/A

Placed in classplan book on 8/31/04

Revised 9/1/04

Revised and Replaced in Classplan on 09/15/16

Revised and Replaced in Classplan: 3/6/2023

Revised and Replaced in Classplan: 6/6/2024

Revised and Replaced in Classplan: 5/14/2025 (Edu)