

RESEARCH ASSISTANT

Job Code	Pay Grade
21020	150

Nature of Work

This is responsible planning work supporting a Constitutional Officer. An employee in this classification provides assistance to Deputies and/or Directors to perform research projects and conducts independent studies. The research includes, but is not limited to, all facets of appraising, personnel administration, information systems, records management, purchasing, budgeting, operational planning, operational direction and/or feasibility planning. Considerable independence of both judgment and actions are inherent and authority is delegated commensurate with a high degree of responsibility. The incumbent reports to a Deputy or a Director.

Minimum Qualification Requirements

- Associate's degree in a related field and 1 year of professional work experience in research feasibility preparations, statistical, or information systems and procedure analysis work; or
- An equivalent combination of education, training, and/or experience.

Appointing Authority May Also Require

- Florida Driver's License or Florida Commercial Driver's License and endorsement, if any.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to a position.

Illustrative Tasks (These are examples and are not all inclusive.)

- Locates sources of data for use in conducting each of the above enumerated research areas.
- Assists in developing evaluation models to predict effects of technological and economic change in the appraisal process or tax collection process.
- Assists in the conducting of human resources planning projects that require the application of social science research techniques, statistical methodology, questionnaires, and participant/observer investigations.
- Assists Deputies/Directors in administrative duties as related to the research function of the office.
- Makes recommendations to management regarding acquisition, placement, transfer and disposition of computers, software and peripheral data processing equipment; installs software and sets up computer work stations and other hardware, maintains software and hardware inventory.
- Conducts studies of workflow and work processes in order to ensure efficient and effective operations in work units.
- Conducts specialized studies as assigned by management.
- Performs related work as assigned or required.

Knowledge, Skills, and Abilities

- Knowledge of the principles and practices of research.
- Knowledge of the methods of identifying, collecting and analyzing research data and the preparation of planning reports and studies.
- Knowledge of modern office practices, procedures and equipment.
- Knowledge of data processing principles, methods and procedures.
- Ability to apply computer applications and software.
- Ability to perform moderately difficult technical and mathematical computations and compile and analyze data or statistics.
- Ability to establish and maintain an effective working relationship with superiors, community officials, citizens and state and federal officials.

For official use only

Revised	EEOC Code	Overtime Code
11/15	Para-Professionals	Exempt