CLASS TITLE: **Senior Research Assistant**

CHARACTERISTICS OF THE CLASS: Under supervision, the class performs general research support functions for a City department; and performs related duties as required.

ESSENTIAL DUTIES: Assists in conducting research studies and surveys to collect and compile information and data from primary and secondary sources; researches publications and journals, Internet sources and internal data bases to obtain information on assigned research topics; researches and analyzes ordinances and other legislative documents and prepares summaries; compiles, verifies and analyzes data using computerized spread sheets and data bases; prepares graphs, charts, tables and maps using various computer software packages to illustrate research data; prepares narrative reports detailing and summarizing research findings; accesses data maintained on databases and generates reports for research projects; documents procedures and sources used in preparing research reports.

RELATED DUTIES: Creates and maintains databases to collect and organize data and facilitate its access for research purposes; may assist lower level staff in performing research support functions.

MINIMUM QUALIFICATIONS:

**Training and Experience**. Graduation from an accredited college or university with a Bachelor's degree in Social Sciences, Statistics or related field supplemented by one year of experience in research, or an equivalent combination of training and experience.

**Knowledge, Abilities and Skill**. Knowledge of research techniques and methods. Knowledge of techniques used in statistical data analysis. Knowledge of research documentation procedures.

Ability to gather, analyze and interpret research data. Ability to prepare narrative and statistical summary reports. Ability to operate a personal computer and use applicable software packages.

Skill in the application of research methods and techniques. Good research and analytical skills. Good oral and written communication skills.

Working Conditions. General office environment.
Equipment. Standard office equipment including personal computers.

NOTE: While the list of essential duties is intended to be as inclusive as possible, there may be other duties which are essential to particular positions within the class.

June, 2002
City of Chicago
Department of Personnel