



**NORTH DAKOTA  
CLASS DESCRIPTION**

ND Human Resource Management Services  
Phone: (701) 328-3290

Class Code(s): 0900

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**RESEARCH TECHNICIAN**

**GRADE H**

Individuals assigned to positions in this class perform duties associated with the application of research methods and techniques in the collection, compilation, analysis, and reporting of statistical data in support of professional research staff. Duties include operating a personal computer using a variety of software packages; inputting, recalling, and manipulating data to prepare statistical spreadsheets; designing and preparing tables, charts, graphs, and reports. Performs preliminary and supplementary reference work to obtain background materials and assists in the preparation of data for publication. Receives and responds to staff and public inquiries for statistical information. Maintains files using physical and computer storage. Performs other research support duties commonly assigned to positions in this class.

Responsibilities associated with this class consist of duties that are well defined and accomplished through the use of related but different procedures, processes, or methods. Decisions involve the selection of tasks to be performed and the procedures, processes, or methods to be used from among available choices. Guidelines are provided but require the use of judgement in selecting and applying those most appropriate. Responsibility for managing the work of other persons is not required or may be limited in scope or duration. Duties will be planned and accomplished as generally instructed and require the use of guidelines, previous experience, or accepted practices to resolve problems or unusual situations. Impact on decisions affecting organizational goals and objectives is limited as responsibilities include duties that produce a standard product or provide a service used by others in making decisions.

**MINIMUM QUALIFICATIONS FOR ENTRY TO CLASS:**

Requires the equivalent of two years of college with courses in computer science, mathematics, economics, and statistics and two years of research/statistical experience.

**DESIRABLE LEVEL OF KNOWLEDGE, SKILL, AND ABILITY:**

Knowledge of the processes, procedures, and methods needed to perform duties associated with mathematics or statistics. Requires considerable specialized knowledge, skill, and ability generally acquired and developed through formal education, training, and/or relevant work experience in duties very similar in type and complexity. Interpersonal skill is required to be able to consistently apply common courtesy in working with others.

Eff. Date: 7/87

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