

RESEARCH ASSISTANT

DEFINITION: Under general supervision, conducts inquiry on specific subjects and provides analysis on verbal, written or statistical data to define problems, establish facts and draw valid conclusions; prepares reports and studies for use by professional workers in a variety of occupational fields, such as education, health or social science; performs related work as assigned.

ESSENTIAL FUNCTIONS: This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

TASKS:

Searches multiple sources, such as reference works, literature, documents, newspapers and statistical records to obtain data on assigned subject; recruits individuals for participation in research study; assists in the development of survey instruments; records participant's responses to questionnaires; conducts interviews with individuals to obtain data and may tape record information; contacts participants to ensure complete responses are received for survey data; correlates group discussions to acquire information relevant to the research subject; establishes and maintains records of research data, participants and supplies; analyzes and evaluates applicability of collected data; prepares reports or presents data in formats such as abstracts, bibliographies or graphs.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:

Knowledge of research methods or practices.

Knowledge of conducting interviews.

Knowledge of subject matter.

Knowledge of Navajo tradition and culture.

Skill in expressing or exchanging ideas by means of verbal or written communication to impart information and to convey detailed instructions to participants, resource personnel or to the public.

Ability to interpret statistical, mathematical and diagrammatic data.

Ability to reason and make judgments.

Ability to comprehend, conceptualize and analyze data obtained from field surveys.

Ability to provide alternative recommendations.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: Work involves a minimum of physical effort in an office setting.

MINIMUM QUALIFICATIONS:

- A high school diploma or GED; and one (1) year of experience involving the survey collection of statistical, demographic and/or research analysis.

PREFERRED QUALIFICATIONS:

- Two (2) years of experience in statistical, demographic and/or research analysis.
- Proficient in Microsoft Word software or other computer applications.

SPECIAL REQUIREMENTS:

- Possess a valid state driver's license.

Supplemental Requirements:

Incumbent must obtain a Navajo Nation Vehicle Operator's Permit within 90 days of date of hire.

THE NAVAJO NATION

Class Code: 2006
Planning and Analysis Series
Statistical Research Group
Overtime Code: Non-Exempt
Pay Grade: 56

RESEARCH ASSISTANT

Depending upon the needs of the Navajo Nation, some incumbents of the class may be required to demonstrate fluency in both English and Navajo languages as a condition of employment.