POSITION:  STATISTICAL CLERK 26 - INSTRUCTION OFFICE (TEMPORARY)
RANGE $666 - $808

Full-time, 8 hours/day, temporary position until June 1, 1975, possibility that position will be opened and advertised as 12 month permanent position after that date. (Person employed in temporary position would be eligible for consideration).

JOB SUMMARY: Under direction, to perform varied and increasingly responsible statistical analysis and clerical work; and to do related work as required.

EXAMPLES OF DUTIES: Performs analysis of computer print-outs; compiles and correlates a variety of statistical data; maintains statistical records and files; types statistical data, forms, memorandums, and letters; indexes, records, files, posts information to records; prepares reports, and performs related work as necessary.

QUALIFICATIONS DESIRED: Education and Experience - Any combination of education and experience equivalent to graduation from high school and one to two years of statistical and clerical experience (preferably including completion of high school mathematics and/or courses in statistics.)

Knowledges and Abilities - Ability to analyze, interpret, compute and develop statistical data; good numerical aptitude and accuracy with figures; ability to operate electronic calculator with memory banks; ability to type 45 words per minute accurately; ability to perform general office procedures; ability to work cooperatively with others.