

TRANSPORTATION RESEARCH ASSISTANT

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent of this position assists in the conduct of research related to transportation activities. Work also involves maintaining a transportation reference library. This is an hourly position and is to be used on a temporary basis. Supervision is not a responsibility of this position; does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Assists in conducting statistical and economic research on transportation related issues such as pollution, energy, prices, etc., by collecting and compiling relevant data;

Assists in preparing information for charts, graphics and other visual aids for use in presentations;

Assists in preparing demographic, economic and social data as background for evaluation of new or existing transportation services;

Maintains reference library, selects additions to same and prepares digests on new acquisitions to assist supervisory personnel and the Commissioner in keeping abreast of current transportation information;

Assists in preparing monthly reports on revenues, miles and passengers regarding transportation services for use by Commissioner of Transportation.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Knowledge of the statistical techniques and research methods; ability to conduct research studies; skill in verbal and written communications; ability to use simple graphic material in presenting information; dependability; resourcefulness; good judgment; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A Bachelor's Degree.

*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized accredited by the Board of Regents of the New York State Department of Education as a post-secondary, degree-granting institution.

West. Co.
J. C.: Competitive
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Job Class Code: H0326
Job Group: VII