SHASTA-TEHAMA-TRINITY
COMMUNITY COLLEGE DISTRICT

JOB TITLE: Research Clerk

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES:

To assist in the collection, presentation, and maintenance, and processing of research data, VEA records, and related documents and to perform a variety of clerical activities including typing, filing, and record keeping in support of research related programs and operations. Employees in this classification receive general supervision within the framework of standard policies and procedures. Employees in this classification may train, monitor and review the work of part-time staff for compliance to established procedures. This job class exercises responsibility for providing routine research assistance in the distribution, collection, preliminary interpretation, and processing of research data and reports.

SUPERVISOR: Director of Planning and Research

TYPICAL DUTIES:

- Assists in the distribution, collection, preliminary evaluation, presentation, and maintenance of data and information related to college research projects and operations

- Schedules, conducts, and distributes student course evaluations and conducts follow-up telephone interviews

- Assembles and assists in collection preliminary interpretation of field data relative to state and federal reports

- Maintains data for governmental compliance reports to include VEA information and reports as assigned

- Assists in the supervision of part-time temporary classified staff relative to implementing student evaluations of certificated staff

- Locates extracts information form various reports and literature for the documentation of Research Office projects
Typical Duties – (continued)

- Maintains accurate records on vocational education disadvantaged and handicapped students

- Types a variety of materials such as correspondence, reports, schedules, lists, etc. in support of research Office projects/operations

- Maintains research files and records

- Processes a variety of forms, documents, records, questionnaires, and surveys related to research projects; receives, tallies, and/or logs documents received

- Performs other related duties similar to the above in scope and function as required

EMPLOYMENT STANDARDS:

KNOWLEDGE OF:
- Standard English vocabulary, grammar, spelling, punctuation, typing, and filing procedures

- Modern office procedures, methods, and practices

- Basic functions and operations of general computer database, word processing, and spreadsheet software

ABILITY TO:
- Compose and type routine correspondence

- Maintain accurate files and records

- Type, file and operate office machines accurately to include typewriter, copier, personal computer, printer

- Work efficiently in both oral and written form

- Maintain confidentiality of sensitive data/information

- Work independently
Employment Standards – (continued)

- Learn district policies and procedures related to research activities and operations

- Performs mathematical calculations accurately

- Establish and maintain effective work relationships with those contacted in the performance of required duties

EDUCATION/EXPERIENCE:

- Some experience working with the public

- Direct experience working in an institutional research environment is desirable

- High school graduation or equivalent