

Job Description for: Sr Statistical Asst

Jobcode	Selection Dt	Review Date	Job Suffix	O/T Class	Job Grade
20000137	05/21/2007	10/01/1987	H	1	009

9000 Basic Function

GIVE BRIEF SUMMARY OF THE PRIMARY PURPOSE(S) OF THE JOB.

Performs various statistical and analytical functions developing comprehensive reports for management information purposes or to assist in decision making.

9001 Scope

INDICATE AS APPROPRIATE SIZE, GEOGRAPHIC AREA, PLANT EQUIPMENT THROUGHPUT, ORGANIZATIONS SERVED, FINANCIAL RESPONSIBILITY, AUTHORITY, AND SUPERVISION RECEIVED, WHICH RELATE TO THE JOB.

Coordinates the collection, analysis and presentation of a Department or Division's statistical data. Users of the information are the managerial and supervisory personnel in the organization.

The usual area of assignment is a Planning and Programs Division or Unit in a large organization where the incumbent would coordinate the statistical and related analytical functions concerned with business and operating plans, accountability or MIS reporting programs. The job may also apply in other organizations with on-going requirements for statistical analysis and support - areas of Materials Supply, Medical and Loss Prevention, for example.

The position differs from lower classified statistical assistant positions in that the incumbent has more experience and is better qualified in the statistical field. He will have a good knowledge of the data available within the Company and how it may be accessed, utilized, manipulated and adapted to the particular project in hand. He will also play a greater part in interpreting data, suggesting particular courses of action or further analysis that may be required.

The incumbent works with a good degree of independence to complete assignments although supervision is always available for advice and direction. In many applications of the job, the incumbent will be expected to provide work direction and guidance to lower classified Statistical Assistants and clerical personnel.

9003 Principal Duties

DESCRIBE CONCISELY EACH PRINCIPAL WORK ACTIVITY LISTED IN A LOGICAL ORDER; NORMALLY, THE ORDER WILL BE TO LIST THE MOST

IMPORTANT DUTY FIRST. INCLUDE IMPORTANT DECISIONS AND RECOMMENDATIONS MADE, IF APPLICABLE. FOR SINGLE APPLICATION JOBS INDICATE APPROXIMATE PERCENT OF TIME SPENT ACCOUNTING FOR AT LEAST 75% OF TOTAL TIME. START SENTENCES WITH ACTION VERBS.

ZHR00041 212 (PRH)
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Job Descriptions

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PLEASE INDICATE THE PERCENTAGE OF TIME AGAINST EACH PRINCIPAL DUTY.

- A. Coordinates statistical analysis and statistical programs in the assigned organization.
- B. Compiles, computes and interprets statistical data and suggests courses of action or requirement for further analysis or investigation.
- C. Prepares reports presenting statistical information and findings. May also prepare reports on source material and supply factual information to assist in the interpretation of the statistical information compiled.
- D. Provides work direction to lower classified statistical assistants and clerks as required.
- E. Prepares tables, indices, charts, graphs and other visual aides for use in statistical presentations.
- F. Maintains records and files and performs related clerical duties as necessary.

9004 Minimum Requirements

A- EDUCATION - DEGREES AND/OR LICENSES REQUIRED; B- PREREQUISTE WORK EXPERIENCE IN ADDITION TO EDUCATION; C- OTHER.

- A. Completion of Phases 1, 2, 3 and 4 of the ITC Clerical Training Program. Completion of: ER, MA, BBS, EK1, PC 2 and 3. Must be certified using AJTS.
- B. Seven years relevant experience in the statistical and/or clerical field, preferably including experience in the Statistical Assistant I and II positions.
- C. Ability to type at 25 words per minute.
- D. Most applications of the job will require the ability to use TSO and/or personal computers for use in statistical analysis and report preparation.

******* End of Report ZHR00041 *******