

Job Description for: Statistical Asst I

Jobcode	Selection Dt	Review Date	Job Suffix	O/T Class	Job Grade
20000073 008	10/24/2007	10/01/1987	I	1	

9000 Basic Function
GIVE BRIEF SUMMARY OF THE PRIMARY PURPOSE(S) OF THE JOB.

Compiles, computes and maintains statistics and related information for use in managerial reports and analyses.

9001 Scope
INDICATE AS APPROPRIATE SIZE, GEOGRAPHIC AREA, PLANT EQUIPMENT THROUGHPUT, ORGANIZATIONS SERVED, FINANCIAL RESPONSIBILITY, AUTHORITY, AND SUPERVISION RECEIVED, WHICH RELATE TO THE JOB.

This job involves the preparation, analysis and maintenance of statistical data and its presentation in report or graphic form. The data produced is generally used by professionals, supervisors or managerial personnel for information or decision making purposes. The usual area of assignment is a Planning and Programs Division or Unit. In these organizations the work performed will usually be related to business plan, operating plan, accountability or MIS reporting programs, although the work may also require preparation of statistical information for other managerial purposes or special projects. The job may also be assigned to other organizations with ongoing requirements for statistical analysis and support - areas of Materials Supply, Medical and Loss Prevention, for example. Subject job is the full scope Aramco statistical position and the incumbent is expected to complete most assignments with minimal supervision, guidance, however, functional and administrative, is always available. The job differs from the Statistical Assistant II position in that the incumbent can handle more complex assignments and may be required to provide work direction to lower classified employees.

9002 Principal Contacts
INCLUDE PURPOSE, FREQUENCY AND SIGNIFICANCE TO SAUDI ARAMCO.

Normal contacts are with supervisor to receive assignments and to discuss findings and presentation formats, etc. Also with peer employees, within and outside the immediate organization to exchange or secure information relating to projects in hand.

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. PLEASE INDICATE THE PERCENTAGE OF TIME AGAINST EACH PRINCIPAL DUTY.

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1. Compiles data and computes statistics for use in business and operating plans, accountability and MIS reports, special projects or for other managerial or professional support purposes.
 2. 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.
 3. Prepares tables, indices, charts, graphs and other visual aides for use in statistical presentations.
 4. Maintains records and files and performs related clerical duties as necessary.
 5. Provides work direction to lower classified statistical assistants and clerks as required.
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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 of the ITC Clerical Training Program. Completion of: E6B, MA, BBS, EK1, PC 1 & 2. Must be certified using AJTS.
- B. Five years relevant experience in the statistical and/or clerical field, preferably including experience in the Statistical Assistant II position.
- 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.
- E. Full understanding of basic statistical methods and techniques such as calculations of standard means, deviations, etc.