GENERAL DESCRIPTION

Performs routine (journey-level) economics work. Work involves conducting economic analyses and preparing reports. Works under moderate supervision, with limited latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Collects and maintains information on current and projected changes in economic activity.

Prepares economic and demographic statistics for analysis.

Conducts economic studies and analyses, and prepares economic reports.

Performs statistical computations on economic and demographic indicators.

Maintains an up-to-date inventory of survey forms.

Performs related work as assigned.

GENERAL QUALIFICATION GUIDELINES

EXPERIENCE AND EDUCATION

Experience in economic research and analysis work. Graduation from an accredited four-year college or university with major coursework in economics or a related field is generally preferred. Experience and education may be substituted for one another.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of economic principles, techniques, and procedures.

Skill in performing statistical computations and in the use of a computer and applicable software.

Ability to prepare and analyze statistics, to prepare reports, and to communicate effectively.