



Researcher

Job Code: 7095

Salary Grade: S09

FLSA Status: Exempt

The following statements are designed to outline the general functions and typical responsibility levels associated with positions in this classification. They are not intended to serve as an exhaustive list of specific duties or requirements for individual positions assigned to this classification.

Duties and Responsibilities

Performs research in areas related to project needs or in a designated field of science.

- Plans, designs and conducts scientific experiments.
- Performs fieldwork as needed to make observations and collect data.
- Analyzes and interprets data.
- Presents research results and prepares research for publication.
- Operates and maintains highly technical research equipment and facilities and assists others in the proper use of equipment.
- Procures supplies and equipment needed for laboratory and field operations.
- Assists in preparing funding proposals.
- Assists with the preparation, identification, and cataloging of information and specimens.
- Conducts literature searches as needed.
- May teach one or more classes or seminars.
- Performs various duties as needed to successfully fulfill the function of the position.

Minimum Qualifications

Education:

Required: Bachelor's degree in a related field.

Equivalency/Substitution: Will accept 48 months of related experience in lieu of the Bachelor's degree for a total of 72 months of related experience.

Experience:

Required: 24 months of related research experience.

Certifications or Licenses:

- None

Verification of education and licensure (if applicable) will be required if selected for hire.

Knowledge, Skills, and Abilities

- Proficient in Microsoft Office
- Highly organized and able to handle multiple projects and deadlines
- Ability to communicate well and to handle multiple projects and deadlines
- Technical writing skills
- Knowledge of research methodologies and techniques
- Project management experience
- Knowledge of specialized terminology (e.g., scientific or technical)

Working Conditions

Physical:

Ability to engage in repetitive motions.

Environmental:

Ability to work in varied settings and locations as determined by research goals. May be required to travel.

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