

ECONOMIC DEVELOPMENT AIDE (SPANISH SPEAKING)

DISTINGUISHING FEATURES OF THE CLASS: This is specialized clerical work involving responsibility for providing support for the programs and operations of the Office of Economic Development and Tourism. Some of the duties performed in this position require the incumbent to possess speaking and reading ability in Spanish at the fluency level indicated below in the Notes. The work is performed under the direct supervision of the Director of Economic Development. Does related work as required.

TYPICAL WORK ACTIVITIES:

Responds to routine telephone and in-person inquiries regarding tourism, workforce development, and economic development by providing basic information about programs and services, referring individuals to staff, County departments or local governmental units, community agencies, etc.;

Organizes materials for distribution;

Copies a variety of documents, photographs, and informational materials;

Prepares basic reports from assembled data;

Opens, sorts and distributes mail;

Places telephone calls to request and give routine information;

Monitors office supplies and orders supplies, as needed, and distributes same;

Contacts vendors, movie/filming companies, etc., regarding payments;

May update the Rockland County tourism website, as assigned;

May prepare documents and reports using software, organized and assembled data, etc.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the programs, services, and procedures of the Office of Economic Development and Tourism*; working knowledge of business arithmetic and English; ability to read, speak and understand Spanish at the fluency level indicated below; ability to understand and follow basic oral and written directions; ability to file alphabetically and numerically; ability to maintain records; ability to effectively communicate information regarding the programs and services of the Office of Economic Development*.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma and one (1) year of experience that substantially involved clerical or business experience in an economic development agency or office, and/or hospitality experience (e.g., hotel clerk, waitress, event manager).

NOTES:

1. Academic, technical or vocational training or clerical experience may be substituted for schooling on a year-for-year basis.
2. Secretarial or business school training may be substituted for high school on a one-for-one basis.

(over)

3. Incumbents are expected to possess a Level II proficiency in Spanish (as defined by the Local Examinations Division of the State of New York Department of Civil Service) which requires that the incumbent: be able to speak the language with sufficient structural accuracy and vocabulary to participate effectively in most formal and informal conversations on practical, social and professional topics not requiring specialized vocabulary (e.g. technical engineering, medicine, etc.); can discuss particular interest and special fields of competence in general terms with reasonable ease; possess adequate comprehension to normal rate of speech; has good control of grammar and errors do not interfere with understanding; can read with understanding standard newspaper, correspondence and official documents.

*To be demonstrated during the probationary period.

R.C.D.P. 03.15.2017
Competitive