

## **ECONOMIC DEVELOPMENT AIDE**

**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. The work is performed under the direct supervision of a higher-level administrator. 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 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).

**NOTE:** Additional qualifying experience or any academic, technical or vocational training may be substituted for schooling on a year-for-year basis.

\*To be demonstrated during the probationary period.