

SPECIAL PROJECTS AIDE (SPANISH-SPEAKING)

DISTINGUISHING FEATURES OF THE CLASS: This is specialized and diverse work involving the responsibility for supporting a variety of activities related to specific projects and/or programs in a County department or local municipality. The particular duties will depend on the area of assignment. This title is distinguished from that of a Special Projects Aide in that some of the duties performed in this position require the incumbent to possess a speaking and reading ability in Spanish at the fluency level indicated below in the Notes. The work is performed under the general direction of the department head or designee and work guidance (e.g., lead work) may be provided to others. Does related work as required.

TYPICAL WORK ACTIVITIES:

Coordinates and prepares a variety of clerical and technical reports in English and Spanish by gathering information and organizing data;
Answers routine correspondence in English and Spanish in accordance with project and/or program guidelines;
Provides clerical and technical support for projects and/or programs (e.g., creates forms and/or templates and instructs staff in their use, assists with the preparation of informational fliers);
Assists staff in the review of program or project requirements to identify ongoing needs;
Provides work guidance to others (e.g., student workers);
Coordinates activities such as student training programs;
Uses computer software (e.g., Excel, Access, Word) to prepare reports and/or access data and materials needed for special projects and programs;
Maintains program records and files;
May provide social media support (e.g., Website, Facebook, Twitter) for outreach involved in projects/ programs (e.g., informational fliers, community events, information sessions);
May attend meetings to assist with presentations, register participants, etc.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of office terminology, equipment and procedures; good knowledge of clerical practices; working knowledge of regulations and requirements that govern special projects and programs*; ability to organize data; ability to prepare routine correspondence; ability to understand and carry out instructions; ability to coordinate basic projects; ability to use computer software as it applies to the specific projects or program functions*; ability to read, speak and understand colloquial Spanish at the fluency level described below; ability to establish and maintain cooperative relationships with others.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma and four (4) years of office clerical or business experience.

NOTES:

1. An Associate's degree may be substituted for two (2) years of the required experience.
2. Possession of a Bachelor's degree may be deemed fully qualifying.

(over)

3. Incumbents are expected to possess Level I proficiency in Spanish (as defined by the Examinations Division of the State of New York Department of Civil Service) which requires that the incumbent be able to satisfy routine social demands and limited work requirements. Can handle most social situations, including introductions and casual conversations about current events, as well as work, family and autobiographical information. Can provide instructions on routine, concrete matters. Can translate routine correspondence and documents with the aid of a dictionary and/or grammar book. Can get the gist of most conversations on non-technical subjects and has a speaking vocabulary sufficient to respond simply with some circumlocutions. Accent, though faulty, is intelligible. Can read with general accuracy news items on non-technical topics and general correspondence.

*To be demonstrated during the probationary period.