

## **SPECIAL PROJECTS AIDE**

**DISTINGUISHING FEATURES OF THE CLASS:** This is specialized and diverse work involving responsibility for supporting a variety of activities related to specific projects and/or programs in a County department or in a local municipality. The particular duties will depend on the area of assignment. The work is performed under the direction of higher-level department staff 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 by gathering information and organizing data;

Answers routine correspondence 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 attend meetings to assist with presentations, register participants, etc.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Thorough 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 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.

\*To be demonstrated during the probationary period.