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.