

## **YOUTH PROGRAM AIDE III**

**DISTINGUISHING FEATURES OF THE CLASS:** This is specialized and diversified clerical work involving responsibility for providing office support to programs administered by the Rockland County Youth Bureau. The work differs from that of a Youth Program Aide II in the independence of judgment exercised and in the difficulty of assignments. The work is performed under the direction of a higher-level administrator and work guidance (e.g., lead work) may be provided to others. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Provide basic information to the public regarding programs administered by the Youth Bureau (e.g. Youth Employment, YouthFest, Bridges Academy, Youth Forum, AmeriCorps);  
Assist Youth Employment Coordinator with employer vouchers for reimbursement, updates program database (e.g., enters payment detail) and prepares routine reports, as assigned;  
Assist program staff with Youth Employment Training (e.g., observes young people in training to complete checklist regarding skill and ability levels, gathers and organizes informational materials, etc.);  
Assist program staff with the preparation of grant applications by gathering information about available grants and preparing applicable documentation, as directed;  
Assist with the coordination of the annual Rockland County YouthFest and other youth events and activities, as directed, by scheduling committee meetings, acting as liaison with vendors, government agencies, and sponsors, tracking revenues and expenditures, processing vendor contracts, completing event evaluations, etc.;  
Process payroll for Youth Bureau employees, including AmeriCorps, and Youth Employment Program (e.g., documents new hires, prepares required papers for local, State and Federal Programs);  
Perform a variety of clerical duties (e.g., purchase office supplies, data entry, etc.);  
Prepare quarterly Youth Bureau Newsletter and Annual Report under the guidance of an administrator;  
Prepare basic financial reports for various youth programs, in accordance with required forms and data;  
Gather data, maintain records and prepare reports, memos and letters, as required;  
Attend meetings and record minutes, as needed;  
Use computer software (e.g., Microsoft Word, Excel, spreadsheet programs) and other automated systems in completing work assignments;  
Maintain a variety of files and records and prepare reports, as assigned;

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

Thorough knowledge of clerical practices; thorough knowledge of office equipment and procedures; good knowledge of Rockland County Youth Programs, especially the Youth Employment Program; ability to understand and carry out oral and written instructions; ability to use computer software (including special youth program-related software) or other automated systems in completing work assignments; ability to establish and maintain records according to procedure; ability to prepare written material; ability to establish and maintain cooperative working relations with others; ability to communicate effectively, both orally and in writing.

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of an equivalency diploma and four (4) years of office clerical or business experience, at least one (1) year of which must have been in a youth program setting.

**NOTE:** An Associate's degree or higher or equivalent college credits (minimum of sixty (60) credits) may be substituted for two (2) years of the general office clerical or business experience.