SPECIAL PROJECTS AIDE

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. 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 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 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 establish and maintain cooperative relationships with others.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma <u>and</u> 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.