

# **PROGRAM AIDE III P/T (S)**

**Department: Varies**

**Classification: Non-Competitive**

**Specification Number: 4640**

**Approved: 3/19/22**

**Revised: By JG**

## **MINIMUM QUALIFICATIONS**

**There are no minimum qualifications for this title.**

## **DISTINGUISHING FEATURES OF THE CLASS**

**An employee in this title performs a wide variety of assignments for a Town department. Types of assignments are premised on level of education, knowledge, skills, and experience, and are performed during the summer or other periods or part-time throughout the year in specialized programs. Supervision is exercised by an administrative or technical superior through conferences, reports, or review of work completed. Does related work as required.**

## **TYPICAL WORK ACTIVITIES**

**Assists departmental personnel in their daily activities as assigned;**

**May participate in research projects, studies, or special programs as directed;**

**May interpret and report on projects, studies or special program findings as requested;**

**May have some responsibility for a project under appropriate departmental supervision.**

## **KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS**

**Good knowledge of assigned duties; ability to understand policies, regulations, practices and functions of the department and the work to which assigned; ability to understand and follow oral or written instructions; physical condition commensurate with the demands of the position.**