

PROGRAM AIDE II P/T (S)

Department: Varies

Classification: Non-Competitive

Specification Number: 4630

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 general assignments for a Town department. Types of assignments are premised on 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 supervisor through reports, or review of work completed. Does related work as required.

TYPICAL WORK ACTIVITIES

Assists departmental personnel in their daily activities as assigned;

May assume the responsibility for work involved in a project under appropriate departmental supervision;

May perform tasks involving physical labor, under appropriate departmental supervision.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS

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