

PROGRAM AIDE I P/T (S)

Department: Varies

Classification: Non-Competitive

Specification Number: 4620

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 basic entry level work either outside or inside an office. The work can cover a variety of entry level assignments for various Town Departments. Assignments are performed during the summer, other periods or part-time throughout the year in specialized programs. Supervision is exercised by a superior through review of work completed.

TYPICAL WORK ACTIVITIES

May perform tasks involving basic physical work such as cleaning up ball fields, parks and beaches.

May perform basic clerical duties such as filing.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS

Ability to acquire knowledge of assigned duties; ability to understand the functions to which assigned; ability to understand and follow oral or written instructions; physical condition commensurate with the demands of the position.