

NEW CASTLE COUNTY GOVERNMENT

Number 0166

Page 1 of 2

CLASS SPECIFICATION

Date 10/30/15

Title: ADMINISTRATIVE AIDE

Approved:



GENERAL STATEMENT OF DUTIES: Performs a variety of para-professional, administrative tasks relating to the assigned department; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class performs responsible para-professional administrative work providing support to an administrator in a variety of operational areas within a designated department. The work is of a difficult and complex nature and involves the exercise of judgment in the application of prescribed procedures and methods to routine matters. The work is performed under general supervision. Work may be checked by an immediate supervisor on unusual problems. This employee may be assigned major responsibility for a particular type of operation within the department. Some clerical duties may be performed.

EXAMPLES OF WORK: (Illustrative only)

- Participates in budget preparation and control;
- Assists in establishing operational procedures and standards;
- Assists in monitoring, collecting, and verifying department revenues;
- Monitors federally funded programs for compliance with regulations;
- Interviews families to determine eligibility for federally funded programs;
- Researches problems in assigned operation and makes appropriate recommendations;
- Evaluates programs and prepares appropriate reports and financial statements and keeps up-to-date records of such;
- Prepares appropriate ordinances for department transactions;
- Assists in the maintenance of a timekeeping system;
- Personally composes routine replies;
- Performs clerical and word processing duties as needed;
- Responds to official inquiries in accordance with prescribed policies;
- Serves in a coordinating capacity between an administrator and division personnel, representatives of State, local and other groups, organizations, and agencies and the general public for informational purposes;
- Promotes an ongoing attitude of dedication to excellent public service and ensures that external and internal customers are provided with the highest quality of service;
- Operates a personal computer and other related equipment in the course of the work.

NEW CASTLE COUNTY GOVERNMENT

Number 0166

CLASS SPECIFICATION

Page 2 of 2

Date 10/30/15

Title: ADMINISTRATIVE AIDE

Approved:



REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: Thorough knowledge of office practices and procedures, business mathematics, and English; some knowledge of elementary bookkeeping; ability to understand and follow complex oral and written directions; ability to prepare reports; ability to make decisions in accordance with laws, ordinances, regulations, and established policies; ability to communicate courteously and effectively, both verbally and in writing; ability to make relatively complex mathematical computations rapidly and accurately; demonstrated ability to operate a personal computer using current word processing and spread sheet software.

MINIMUM QUALIFICATIONS: At least three (3) years experience performing paraprofessional work in an office environment, possession of high school diploma or GED, and at least one (1) year of business school training; or possession of a Bachelor's Degree from an accredited college or university; or an equivalent combination of experience, education or training directly related to the required knowledge, skills and abilities.

ADDITIONAL REQUIREMENTS: Must pass a Class III County physical examination and a background check.

HISTORY OF REVISIONS:

Established:	07/09/68
Revised:	07/01/73
Revised:	08/11/81
Revised:	07/01/87
Revised:	03/20/89
Revised:	02/14/94
Revised:	11/01/98
Revised:	05/01/03
Revised:	02/25/09
Revised:	10/30/15