

Department: Youth Services
Classification: Non-Competitive
Grade: 4

SPEC DISK E2
DOCUMENT 38

YOUTH SERVICES AIDE

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for performing varied sub-professional assignments in a local Youth Bureau to relieve the professional staff of administrative, clerical and more routine activities relating to the administration of Youth Service Programs. This position involves sub-professional duties in support of the Youth Bureau activities. The duties are performed in accordance with policies and procedures established by the Agency with some leeway for the exercise of independent judgment. Supervision may be exercised over the work of clerical subordinates. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Assists the professional staff in programs provided such as social training, recreation, activities and special events;
Conducts preliminary interviews with office visitors and may make field trips as assigned;
Explains agency policy and procedures in relation to programs, aide availability and assists in preparation of documentation, etc;
Will attend meetings and training sessions as authorized for the purpose of providing information to and from the agency;
Will, upon assignment, speak before the public at meetings, seminars, etc., on subjects related to the Youth Bureau Services, etc.
Prepares correspondence and reports as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of modern principles, practices and techniques in organized youth activity relations; good knowledge of factors underlying juvenile delinquency; tact and courtesy; ability to speak publicly; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of an equivalency diploma and some experience in a field of Youth Services.