

STUDENT AIDE II

Class Definition

Under close supervision, performs a range of general, and paraprofessional office work.

Distinguishing Characteristics

Student Aide II is the working level in the Student Aide series. Incumbents perform paraprofessional duties, (requiring related academic training) as well as some limited field work. Student Aide II is distinguished from the lower class of Student Aide I in that the latter performs routine office work.

Typical Tasks

Performs paraprofessional tasks in such areas as budget preparation, personnel administration and engineering work.

Conducts surveys over the phone, or in the field.

Conducts research using standard reference materials, interviews, and field observation.

Assists in the compilation and analysis of statistical and other types of information.

May be assigned responsibility for completion of a short-term project or report.

Prepares administrative memos and informational material for use by administrative or other staff.

May perform a variety of general office duties, such as filing, answering the phone, logging information, and completing routine forms and inquires.

Performs related tasks as assigned.

Knowledge, Abilities and Skills

Some knowledge of basic research methods and sources.

Some knowledge of report writing techniques.

Some knowledge of standard office practices and procedures.

Ability to collect, compile, analyze and interpret data.

Ability to establish and maintain effective working relationships.

Minimum Qualifications

Education and experience equivalent to graduation from High School and some College training.

Necessary Special Requirements

Possession of a valid California Drivers License may be required, depending on the nature of the specific assignment.

APPROVED: _____

Director of Personnel

DATE: _____