## General Statement of Duties
Performs a variety of entry level jobs in city government.

## Distinguishing Characteristics
The Youth Assistant performs a variety of entry level jobs in city government. This class is distinguished from the intern classifications that are enrolled in higher education or recently graduated from higher education.

## Level of Supervision Exercised
None

## Essential Duties
Develops skills and performs a variety of occupational assignments including general labor work, general clerical work, and/or other duties as assigned.

Develops acceptable work habits and behaviors required in a structured work environment.

Performs work procedures related to the assigned work area.

Any one position may not include all of the duties listed. However, the allocation of positions will be determined by the amount of time spent in performing the essential duties listed above.

## Competencies
**Customer Service** – Interacts with customers in a friendly and professional manner, works to resolve issues quickly and effectively, and is knowledgeable about products and services.

**Interpersonal Skills** - Shows understanding, friendliness, courtesy, tact, empathy, cooperation, concern, and politeness to others and relates well to different people from varied backgrounds and different situations.

**Listening** - Receives, attends to, interprets, and responds to verbal messages and other cues such as body language in ways that are appropriate to listeners and situations.

**Reading** - Understands and interprets written material, including technical material, rules, regulations, instructions, reports, charts, graphs, or tables; applies what is learned from written material to specific situations.

**Speaking** - Uses correct English grammar to organize and communicate ideas in words that are appropriate to listeners and situations; uses body language appropriately.

## Knowledge & Skills
None

## Education Requirement
None
### Experience Requirement
None

### Education & Experience Equivalency
None

### Licensure & Certification
None

### Working Environment
Varies based on position.

### Level of Physical Demand
1-Sedentary (0-10 lbs.)

### Physical Demands
(Physical Demands are a general guide and specific positions will vary based on working conditions, locations, and agency/department needs.):

- **Lifting**: raising or lowering objects weighing no more than 10 pounds, from one level to another.

### Background Check Requirement
Criminal Check

### Assessment Requirement
None

### Probation Period
None

### Class Detail
- **Pay Grade**: A-403
- **FLSA Code**: N
- **Established Date**: 9/21/2018
- **Established By**: LS
- **Revised Date**: 
- **Revised By**: 
- **Class History**: 

City and County of Denver