



Office of Human Resources
Youth Assistant - TA1585
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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:**