



Office of Human Resources  
Youth Operative Associate - CA3142  
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### General Statement of Duties

Performs a variety of entry level jobs in city government. The Youth Operative Associate may be responsible for assisting with several organizational and fundraising roles to promote young people's interests.

### Distinguishing Characteristics

The Youth Operative Associate performs a variety of entry level jobs in city government working with young people from a variety of backgrounds. This youth classification is distinguished from the Intern classifications that are pursuing higher level education.

### Level of Supervision Exercised

By position, may supervise other Youth Operative Associates.

### Essential Duties

Responsibilities may include collecting and presenting data, participating in planning and carrying out research with peers, plans activities based on researched results, attends and participates in community meetings, discussions, and projects.

Helps organize, lead and participate in meetings and events.

Assists with developing marketing materials or campaigns to promote programs.

Recruits young people (ages 13-19) to participate in events and activities.

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

Performs work procedures related to the assigned work area.

Performs other related duties as assigned.

Any one position may not include all 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

Oral Communication – Expresses information to individuals or groups effectively; considering the audience and nature of the information; makes clear and convincing oral presentations; listens to others, attends to nonverbal cues and responds appropriately.

Manages and Organizes Information - Identifies a need; gathers, organizes, and maintains information; determines its importance and accuracy, and communicates it by a variety of methods.

Attention of Detail – Is thorough when performing work and conscientious about attending to detail.

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.

### Knowledge & Skills

None

### Education Requirement

None

### Experience Requirement

Fourteen (14) to twenty-five (25) years of age.  
By position, eighteen (18) to twenty (20) years of age.  
By position, seventeen (17) years of age or younger.  
By position, eighteen (18) years of age or older.

### Education & Experience Equivalency

None

### Licensure & Certification

None

### Working Environment

Varies based on position.

### Level of Physical Demand

2-Light (10-20 lbs.)

### Physical Demands

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

Agility: bends, stretches, twists, or reaches out with the body, arms, or legs.

Balancing: maintaining body equilibrium to prevent falling over.

Carrying: transporting an object; usually by hand, arm, or shoulder.

Crouching: bending body downward and forward by bending legs.

Feeling: perceiving attributes of objects by means of skin receptors.

Feeling: perceiving attributes of objects by means of spoken word.

Field of Vision: ability to adjust vision to bring objects into focus.

Fingering: picking, pinching, or otherwise working with fingers.

Handling: seizing, holding, grasping, or otherwise working the hand(s).

Hearing: perceiving the nature of sound by the ear.

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

Sitting: remaining in the normal seated position.

Standing: remaining one one's feet in an upright position.

Stooping: Bending the body by bending the spine at the waist.

Talking: Expressing or exchanging ideas by means of spoken words

Vision Far acuity: ability to see clearly at 20 feet or more.

Vision Near acuity: ability to see clearly at 20 inches or less.

Walking: moving about on foot on uneven surfaces.

Written Comprehension.

**Background Check Requirement**

Criminal Check

**Assessment Requirement**

None

**Probation Period**

Six (6) months.

**Class Detail**

**Pay Grade:** A-605

**FLSA Code:** N

**Established Date:** 1/22/2019

**Established By:** LS

**Revised Date:**

**Revised By:**

**Class History:**