

## YOUTH PROJECT ASSISTANT

### TOMPKINS COUNTY

**Department** Town of Ithaca  
**Classification** NC for T of Ithaca per NYS CSC 09/11/06  
Competitive PJC for all other locations  
**Approved** Town board 11/13/06  
**Revised** 10/06  
**By** AF, Commissioner of Personnel

#### **DISTINGUISHING FEATURES OF THE CLASS:**

Youth Project Assistant is the title assigned to the Youth Employment Initiative program. Youth Project Assistants will be provided work assignments that are designed to provide a real world opportunity to work side-by-side with staff of private business, non-profit or municipal organizations that are committed to working with local youths. An incumbent in this class will generally be expected to perform entry level tasks and special projects, if assigned. This is a unique opportunity to gain hands-on experience for formal employment for youth between the ages of 14 to 19. Youth Project Assistants will generally be appointed on a part time temporary basis not to exceed one year. In no case will the Project Assistant's appointment last for longer than two years. Youth work under the direct supervision of assigned staff. Supervision of others is not required. The incumbent will perform all related duties as necessary.

#### **TYPICAL WORK ACTIVITIES of a Youth Project Assistant may include but not be limited to:**

Assist staff with the performance of their duties;  
Perform routine clerical duties and special projects if assigned;  
May assist with mailings, typing, data entry, copying, and indexing;  
May operate a metered mailing machine to prepare outgoing mail;  
May create files, file materials within files, make routine file searches, pull material from files, and perform other filing tasks;  
May run errands for the office within walking distances from the business;  
May answer telephone, give out routine information, and may greet the public;  
Use a personal computer and a wide variety of hardware and software to accomplish the tasks assigned;  
Learn how to identify and utilize information pertinent to the assigned project;

#### **ENTRY LEVEL KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Working knowledge of office terminology, procedures, equipment;  
Working knowledge of business arithmetic and English;  
Working knowledge of personal computers, a variety of peripheral hardware and software;  
Ability to understand and interpret and carry out oral instructions and written directions;  
Ability to accurately perform arithmetic computations involving fractions, decimals, averages and percents;  
Ability to write legibly;  
Ability to develop effective working relationships and deal diplomatically with the public and co-workers;  
Willingness to learn and invest fully in the youth employment opportunity;  
Good judgment;  
Physical condition commensurate with the demands of the position.

#### **MINIMUM QUALIFICATIONS: EITHER:**

- (a) This youth employment opportunity is open to all high school students between the ages of 14 and 19, who qualify under the Joint Youth Commissions Youth Employment Initiative. OR
- (b) This youth employment opportunity is open to all high school students between the ages of 14 and 19, who do not meet the residency qualification in (a) above.

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