

NEW CASTLE COUNTY GOVERNMENT

Number 0700

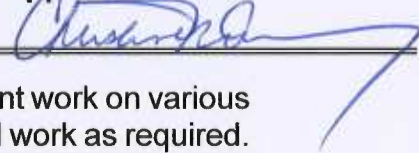
Page 1 of 2

CLASS SPECIFICATION

Date 06/30/15

Title: RESEARCH AIDE

Approved:



GENERAL STATEMENT OF DUTIES: Performs varied and independent work on various projects, reports, surveys, and general routine office tasks; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class continually receives assignments of a varying nature and degrees of difficulty. Duties involve routine office and clerical work, researching various issues, collecting data and compiling information into reports, charts, assisting with community initiatives and other related assignments. Assignments are initially explained and are often performed with minimal supervision. Final reports or conclusions are reviewed by a supervisor.

EXAMPLES OF WORK: (Illustrative only)

- Performs various related duties required by the particular department/row office in which the employee is employed;
- Researches and prepares ordinances and amendments for County Council;
- Reviews County financial reports and County legislation;
- Reviews County policies and procedures;
- Contacts various governmental and private agencies for information pertinent to County activities;
- Prepares correspondence to both County employees and the public in the form of memos or letters;
- Prepares surveys and compiles the results;
- Completes surveys from various agencies for the County;
- Partners with community leaders, state and local agencies and the New Castle County Division of Police to assist with interventions during community crises;
- Provides outreach to community residents in an effort to prevent criminal acts, to assist victims, and to deter additional violence when acts of violence occur;
- Promotes an ongoing attitude of dedication to excellent public service and ensures that external and internal customers are provided with the highest quality of service;
- Operates a personal computer and other related equipment in the course of the work.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: Some knowledge of office terminology, procedures, and equipment; some knowledge of business mathematics and English; some knowledge of governmental organization; ability to analyze documents; ability to perform basic mathematical computations; ability to analyze policies and procedures; ability to write clear, concise reports; ability to communicate courteously and effectively, both verbally and in writing.

NEW CASTLE COUNTY GOVERNMENT

Number 0700

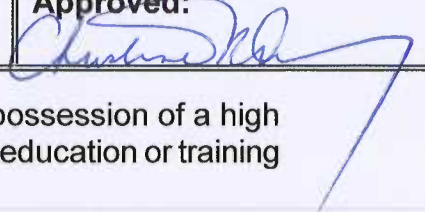
CLASS SPECIFICATION

Page 2 of 2

Date 06/30/15

Title: RESEARCH AIDE

Approved:



MINIMUM QUALIFICATIONS: At least 16 years of age (preferably possession of a high school diploma or GED); or an equivalent combination of experience, education or training directly related to the required knowledge, skills, and abilities.

ADDITIONAL REQUIREMENTS: Must pass a Class III County physical examination and background check.

HISTORY OF REVISIONS:

Established: 08/15/79
Revised: 04/03/89
Revised: 02/26/90
Revised: 09/20/93
Revised: 09/26/95
Revised: 10/01/99
Revised: 11/01/03
Revised: 06/30/15