

CITY OF COVINA
COLLEGE AIDE

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities that are associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

DEFINITION:

Under general supervision, performs a variety of functions within the various departments of the City of Covina; performs the more routine duties of specific classes; performs other related duties as required.

DISTINGUISHING CHARACTERISTICS:

The **College Aide** is the part-time entry level position responsible for performing a variety of routine functions for an assigned department.

SUPERVISION RECEIVED/EXERCISED:

Receives general supervision for assigned management. Incumbents in this class do not routinely exercise supervision.

ESSENTIAL FUNCTIONS: *(include but are not limited to the following)*

- Performs the routine functions of an assigned department.
- Draws water plans, street maps and blueprints of the City's water utilities; draws charts and graphs explaining water system, use and production.
- Organizes and files maps and blueprints.
- Performs field checks to determine measurements and locations of utility installations; maintains communications with responding fire apparatus.
- Answers business telephone during non-regular business hours; types lists, stencils, inter-office memoranda, reports, and letters; types and files all business fire inspection forms and building record forms; prepares fire plan inspection forms.
- Mimeographs, collates and staples or otherwise binds various materials; provides relief on PABX switchboard and serves as a receptionist.
- Processes Xerox copies for all departments and divisions; collates, staples and delivers documents; delivers mail to the post office daily.
- Weeds, rakes and waters parkways, trees and lawns; removes debris from street medians; assists in spraying, trimming and planting trees.

- Delineates location maps, aerial photographs and plot plans; draws elevation sketches to illustrate the Planning Department's recommendations for subject development; prepares photographic surveys of portions of the City for review by departmental staff; updates and color codes zoning and land use maps; photographs zoning violations.
- Gathers, organizes and mounts presentation materials for public hearings and meetings.
- Establishes positive working relationships with representatives of community organizations, state/local agencies and associations, City management and staff, and the public.

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing statistical reports and data using a computer keyboard. Additionally, the position requires near vision in reading correspondence, statistical data and using a computer. Acute hearing is required when providing phone and personal service. The need to lift, drag and push files, paper and documents weighing up to 25 pounds also is required. Additionally, this position works in all weather conditions, including hot, wet and cold.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

QUALIFICATIONS: *(The following are minimal qualifications necessary for entry into the classification.)*

Education and/or Experience:

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for a **College Aide**. A typical way of obtaining the required qualifications is to be attending high school or in the first two years of college, in any field of study. Upon completion of two years of college (60 units), candidates are eligible for assignment to College Aide, in a position related to their field of study. No experience is required.

License/Certificate:

Possession of, or ability to obtain, a valid Class C California driver's license.

KNOWLEDGE/ABILITIES/SKILLS: *(The following are a representative sample of the KAS's necessary to perform essential duties of the position.)*

Knowledge of:

Basic principles of mathematics; methods and techniques of scheduling work assignments; standard office procedures, practices and equipment; modern office practices, methods and equipment, including a computer and applicable software; methods and techniques for record keeping and report preparation and writing; proper English, spelling and grammar; occupational hazards and standard safety practices.

Ability to:

Ability to learn departmental rules and methods; ability to meet and deal with the public tactfully and courteously; perform mathematical calculations quickly and accurately; read, interpret and record data accurately; organize, prioritize and follow-up on work assignments; work independently and as part of a team; make sound decisions within established guidelines; analyze a complex issue, and develop and implement an appropriate response; follow written and oral directions; observe safety principles and work in a safe manner; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

Skill to:

Operate standard office equipment, including a computer and variety of word processing and software applications.