

PROGRAM AIDE

(Indian Education)

DISTINGUISHING FEATURES OF THE CLASS: The work involves performing clerical and related tasks in support of Indian educational programs. The work is unusual in that an incumbent may operate a typewriter and/or data entry machine part of the time utilizing a Seneca Indian phonemic alphabet. The work is carried out under the general supervision of an education Program Direction. A Program Aide does related work as required.

TYPICAL WORK ACTIVITIES:

- Maintains personnel and student records;
- Collects, compiles and types statistics, correspondence and materials utilized in the teaching process;
- Answers telephone and gives out route information;
- Operates typewriter and data entry machine utilizing both English and Seneca alphabets;
- Compares data and material transcribed with source documents to assure correctness;
- Operates calculating, word processing and duplicating equipment;
- Takes and transcribes minutes of meetings of educational advisory councils.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL

CHARACTERISTICS: Working knowledge of office terminology, procedures and equipment; working knowledge of business arithmetic, English, and the phonemic system currently in use in Seneca language teaching; working knowledge of the Seneca community and cultural lifestyle, aural/oral skill in the Seneca language; ability to type with accuracy at an acceptable speed; clerical aptitude; ability to get along well with others; physical condition sufficient to perform the essential functions of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma or one (1) year of clerical experience.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS / BOCES:

Per regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.

CATTARAUGUS COUNTY CIVIL SERVICE COMMISSION

Adopted: 11/28/94

Revised: 3/23/06