

CLASS TITLE: EQUAL OPPORTUNITY RESOURCE AIDE

Class Code: 02734200
Pay Grade: 15A
EO: F

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To perform a variety of subprofessional duties directly related to the support and maintenance of an extensive statewide equal opportunity program; to serve in a liaison capacity between the Equal Opportunity Section and the public, state officials and employees in answering routine and technical inquiries and questions; to assume responsibility for the work of the clerical unit; and to do related work as required.

SUPERVISION RECEIVED: Works under the general supervision of a superior with considerable latitude for the exercise of independent judgement; work is subject to review for accuracy and completeness.

SUPERVISION EXERCISED: Plans, coordinates and supervises the work of a clerical staff.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To perform a variety of sub-professional duties directly related to the support and maintenance of an extensive statewide equal opportunity program; to serve in a liaison capacity between the Equal Opportunity Section and the public, state officials and employees in answering routine and technical inquiries and questions; to assume responsibility for the work of the clerical unit.

To supervise and participate in the processing and maintenance of financial, personnel and other important records.

To interpret and apply rules of procedure relating to the work of the unit.

To gather and prepare information for use by superiors.

To assist the administrator by relieving him/her of administrative details in making contact with divisions heads, state officials or the public.

To be responsible for the work of a centralized office unit engaged in performing a large volume of varied routine and difficult clerical tasks required for the execution of a major departmental function.

To handle important and routine correspondence.

To perform typing work of a difficult and responsible nature on automatic typewriting equipment which includes such features as: storage of content, format, automatic letter writing, editing, math options and other word processing functions.

To consult with and make recommendations to a superior on clerical matters and office procedures not covered by rules, regulations or procedures.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: a thorough knowledge of office methods, practices, procedures, terms and business English; a familiarity with the principles, practices and techniques of equal opportunity work; a familiarity with the organizational structure of state government; the ability to plan, organize and supervise the work of subordinates engaged in performing clerical duties of a centralized office; the ability to interpret and apply rules and explain procedures relating to the work of the unit; the ability to handle independently routine but important administrative details including the composition of letters and memoranda without dictation; the ability to operate word processing typewriting equipment; the ability to exercise a high degree of initiative and judgement; the ability to establish and maintain effective working relationships with other employees and the public; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from senior high school including or supplemented by courses in the operation of automatic typewriting equipment and business practices; and
Experience: Such as may have been gained through: employment in a responsible position which involved supervising the work of a staff engaged in performing varied routine and difficult clerical and technical tasks.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Created: February 28, 1988

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