

## **TECHNICAL ASSISTANT**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

### **DEFINITION**

Provides routine technical assistance in support of the research, training, or service activities of a department. Work is of routine difficulty and limited variety. Assignments may be varied and performed independently; and performs other related work as assigned.

**EXAMPLES OF DUTIES** – *Examples of duties performed by employees in this class may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.*

Provides technical support, which includes compiling data and producing specialized reports. Writes reports and findings in a timely manner to identify effective and efficient strategies for program improvement. Produces fliers, newsletters, reports and manuals, including graphics. Assists in allocation, processing, and the scheduling of available resources. Develops and maintains efficient records of technical assistance for various projects.

### **MINIMUM QUALIFICATIONS**

#### **Knowledge of:**

- Principles and methods of public administration.
- Computer software applications.

#### **Ability to:**

- Understand and follow oral and written instructions.
- Communicate effectively, both verbally and in writing.
- Establish and maintain effective working relationships and provide excellent customer service.
- Organize and prioritize work assignments.

### **Experience and Training Qualifications**

**Experience:** One to five years of work experience. Must also be detail oriented and have strong writing and organizational skills.

**Training:** Graduation from high school, supplemented by job related course work.

### **WORKING CONDITIONS**

**Environmental Conditions:** Office environment; exposure to computer screens.

**Physical Conditions:** Essential functions may require maintaining physical condition necessary for sitting and standing for prolonged periods of time; speaking and hearing to exchange information; visual acuity to read and interpret information.