

STAFF ASSISTANT (TRAFFIC SAFETY)

DISTINGUISHING FEATURES OF THE CLASS: Under supervision, an incumbent in this position executes various support functions within assigned areas such as multi-media and educational programs targeted to persons at specific education levels and specific age groups. Incumbents carry out work assignments and plans and develop components of Highway Safety Grant Programs. Supervision is not a regular responsibility of this class. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Participates in planning, organizing and conducting training programs designed to educate and motivate the public on a wide range of vehicle safety issues;

Prepares instructors notes and materials for safety programs to be presented to schools, citizen groups, enforcement personnel, etc;

Assists in the preparation of exhibit material, and installs and maintains multi-media exhibit units;

Conducts field surveys and analyzes data collected;

Prepares correspondence;

Meets with citizen, official, educational, and enforcement groups and personnel;

Develops program initiatives in Highway Safety targeted to a broad range of highway users;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;

May perform other incidental tasks, as needed.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of the fundamentals of Highway Safety programs; ability to design, organize and implement traffic safety programs; ability to communicate both orally and in writing on all levels including elementary schools, community groups, and public organizations; ability to instruct and deal effectively with others; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments; ability to read, write, speak, understand and communicate in English sufficiently to perform the essential tasks of the position; poise; tact; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from high school or possession of an equivalency diploma and five years of work experience where the primary function of the position was either secretarial, office management and/or staff or administrative support, including or supplemented by one year of experience which involved either teaching, training, public relations or communications.

SUBSTITUTION: Satisfactory completion of 30 credits* may be substituted on a year-for-year basis for up to 4 years of the above stated general work experience.

SUBSTITUTION: Satisfactory completion of 30 credits towards a Master's Degree* in Education, public relations, communications or a closely related field, or possession of a teaching certification, may be substituted for the one year of specialized experience.

*SPECIAL NOTE: Education beyond the secondary must be from an institution accredited or recognized by the Board of Regents of the New York State Education Department as a post-secondary, degree-granting institution.

NOTE: Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating experience.

West. Co.
J.C.: Competitive
DBB7

Job Class Code: C1529
Job Group: VIII