

**MONTGOMERY COUNTY GOVERNMENT
ROCKVILLE, MARYLAND
CLASS SPECIFICATION**

**Code No. 000650
Grade S-1**

COUNTY GOVERNMENT AIDE (NM)

DEFINITION OF CLASS:

This is routine work performing various duties in an entry-level status such as: lawn and landscaping maintenance, mechanic's helper, clerical assistant, general maintenance, stock clerk, recreation helper, library page, engineering aide, or other similar assignment. An employee has contacts with co-workers and/or the public.

Work is performed under close supervision, and employee receives detailed instruction as to how work is to be performed. Work may be performed indoors or outdoors and may involve some physical effort depending on work assignments; e.g., library pages may move heavy book containers. Assigned tasks are clear cut and directly related.

EXAMPLES OF DUTIES: (Illustrative Only)

- Operate lawn mowers and perform related landscaping tasks.
- Perform general maintenance tasks such as painting.
- Collect and remove trash and debris from designated areas.
- File and sort materials as directed.
- Proofread written materials.
- Post information to records.
- Operate a copying machine.
- Provide routine information to the public either in person or by telephone.
- Move/replace/rearrange books and related materials on library shelves in proper order or according to a predetermined order.
- Pack books and periodicals for shipment.
- Cover books with plastic jackets.
- Other related duties as required.

KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to understand and follow oral and written instructions and meet minimum work standards.
- Ability to learn routine processes within a reasonable amount of time.
- Physical ability required by work assignment (e.g., library page must have sufficient strength to push book carts weighing up to 70 pounds and to load and unload books).

MINIMUM QUALIFICATIONS:

Experience: None.

Education: Ability to read and write in English.

Equivalency: None.

LICENSE:

- Possession of a work permit if the employee is less than eighteen (18) years of age.
Note: There will be no substitutions for this section.

MEDICAL EXAM PROTOCOL: Core II Exam with a Drug/Alcohol Screen.

Class Established: June, 1969

Revised: July, 1970

March, 1983

July, 1985

February, 1986

March, 2006

August, 2013

October, 2014

Formerly Titled: “County Government Youth Aide”